

**“Electric Vehicle Supply Equipment (EVSE) Demonstration Program”  
Program Opportunity Notice PON 2301  
Approximately \$4 million Available**

**Round 1** Proposals Due: December 14, 2011 by 5:00 PM Eastern Time

**Round 2** Proposals Due: August 22, 2012 by 5:00 PM Eastern Time\*

The Electric Vehicle Supply Equipment (EVSE) Demonstration Program (the Program) seeks to accelerate vehicle electrification in New York through demonstration projects that validate innovative technologies to supply electricity to these vehicles. NYSERDA will support the demonstration of vehicle charging equipment through up to two funding rounds of this PON.

**PON 2301** seeks project applications for EVSE demonstration projects in New York in the following three categories:

- A. Installation and evaluation of EVSE at public locations such as the following: supermarkets, malls and retail outlets, train stations, hotels, restaurants, and parking garages and parking lots where the EVSE is open to the general public and will be used by a wide variety of users.
- B. Installation and evaluation of EVSE at private business locations where employees of the business will use the EVSE for personal vehicles, townhouse communities or large apartment, condo, or rental communities, where employees and residents or the public will use the EVSE to charge personal vehicles and may be used by a select group of users who maintain a vehicle at this location. EVSE located at residential parking areas or garages directly associated with five or fewer residences are not eligible.
- C. Installation and evaluation of EVSE at business locations for use by business-owned fleet vehicles. As an example, one potential project could be installing EVSE to charge a delivery company's PEV trucks at their depot where the EVSE is not accessible to the general public.

***Demonstration projects must measure and evaluate EVSE usage and incorporate innovative project elements, such as vehicle to grid (V2G) applications, smart charging, reservation systems and demand response charging.***

**Proposal Submission:** Proposers must submit one (1) hard copy of the proposal with a completed and signed Proposal Checklist attached to the front, which must contain an original signature, and one (1) copy of the proposal documents on a CD. Proposals must be clearly labeled and submitted to:

**Roseanne Viscusi, PON 2301  
NYS Energy Research and Development Authority  
17 Columbia Circle  
Albany, NY 12203-6399**

If you have technical questions concerning this solicitation, contact Patrick Bolton at (518) 862-1090, ext. 3322 or [ppb@nyserda.org](mailto:ppb@nyserda.org) or Adam Ruder (518) 862-1090, ext. 3411 or [ar3@nyserda.org](mailto:ar3@nyserda.org). If you have contractual questions concerning this solicitation, contact Nancy Marucci at (518) 862-1090, ext. 3335 or [nsm@nyserda.org](mailto:nsm@nyserda.org).

No communication intended to influence this procurement is permitted except by contacting Patrick Bolton (Designated Contact) at (518) 862-1090, ext. 3322 or [ppb@nyserda.org](mailto:ppb@nyserda.org). Contacting anyone other than this Designated Contact (either directly by the proposer or indirectly through a lobbyist or other person acting on the proposer's behalf) in an attempt to influence the procurement: (1) may result in a proposer being deemed a non-responsible offerer, and (2) may result in the proposer not being awarded a contract.

\*Late proposals will be returned. Incomplete proposals may be subject to disqualification. It is the proposer's responsibility to ensure that all pages have been included in the proposal. Faxed or e-mailed proposals will not be accepted. Proposals will not be accepted at any other NYSERDA location other than the address above. If changes are made to this solicitation, notification will be posted on NYSERDA's web site at [www.nyserda.org](http://www.nyserda.org)

## **INTRODUCTION**

The objective of the Electric Vehicle Supply Equipment (EVSE) Demonstration and Support Program (the Program) is to accelerate vehicle electrification and advance the use of innovative technologies to supply electricity to these vehicles in New York, leading to significant petroleum and air emission reductions.

The performance, cost, and convenience of using oil as the exclusive fuel within the transportation sector are now being contested by electric technologies, such as plug-in electric vehicles (PEVs). PEVs, which include all-electric vehicles and plug-in hybrid electric vehicles, provide an opportunity for reducing oil consumption and emissions by drawing power from the electric grid. Establishing a PEV infrastructure framework, to provide access to electric charging for these vehicles, will also create new opportunities for business and job development as the state moves toward electrified transportation. To maximize the benefits of PEVs, the emerging EVSE infrastructure (including the basic charging equipment and the communication and control connections between the vehicle and the grid) must provide access to clean electricity, satisfy stakeholder and vehicle owner expectations, and ensure safety. A number of EVSE manufacturers and operating companies have recently introduced products and business models for deploying EVSE. Through this PON, NYSERDA seeks demonstration projects that will identify successful technologies, customer interfaces, and business models. Further, it is expected that increased EVSE deployment and availability to drivers will help make consumers more comfortable with purchasing PEVs.

Technology and market transitions that allow for widespread use of PEVs are significant but not insurmountable if comprehensive implementation plans are created that account for the needs of various stakeholders. A number of questions remain unanswered about how best to deploy EVSE and what the economic, environmental, and energy impacts may be from widespread deployment. Significant work needs to be done to collect data on early demonstration EVSE projects and review codes and standards regarding EVSE infrastructure deployment to answer these questions.

**PON 2301** seeks projects to demonstrate innovative EVSE deployment opportunities located in New York State, with a total funding available of approximately \$8 million and a cap of \$1,000,000 per project for the installation and evaluation of EVSE at locations as described below in Project Categories. NYSERDA anticipates allocating this funding in increments of approximately \$4 million per round of the PON. NYSERDA may allocate the total funding available in the first round of the program if NYSERDA approves a sufficient number of projects to use all of the available funding. Projects must incorporate at least one of the following elements: vehicle to grid (V2G) applications; smart charging such as demand response charging; time of day and staggered charging; connection to distributed generation that will be used to charge the vehicles (the installation of distributed power generation is not an eligible expense); aggregation of V2G applications through an Energy Services Company (ESCO); parking space reservation systems such as online and through cell phones; and innovative payment systems (see section 1.6 for definitions of these elements). The Program will not provide funding for product development.

**Eligible Proposers.** Funding is available to the following entities: incorporated nonprofit entities, corporations, limited liability companies or partnerships and public entities such as counties, villages, towns and cities. Individuals are not eligible to apply. The program will not pay for EVSE located in single households or apartment or condo complexes of less than 6 residences.

## 1.0 PROJECT CATEGORIES

Eligible project activities are broken out into three categories:

- A. Installation and evaluation of EVSE at public locations such as the following: supermarkets, malls and retail outlets, train stations, hotels, restaurants, and parking garages and parking lots where the EVSE is open to the general public and will be used by a wide variety of users.
- B. Installation and evaluation of EVSE at private business locations where employees of the business will use the EVSE for personal vehicles, townhouse communities or large apartment, condo, or rental communities, where employees and residents or the public will use the EVSE to charge personal vehicles and may be used by a select group of users who maintain a vehicle at this location. EVSE located at residential parking areas or garages directly associated with five or fewer residences are not eligible.
- C. Installation and evaluation of EVSE at business locations for use by business-owned fleet vehicles. As an example, one potential project could be installing EVSE to charge a delivery company's PEV trucks at their depot where the EVSE is not accessible to the general public.

Projects in Categories A, B, and C are eligible to receive funding for up to 65% of total eligible project costs, up to \$1 million per proposer.

Eligible costs include EVSE charging equipment, electric supply and metering equipment, electrical conduit and wiring; directly related site work such as: patching pavement that had to be torn up to install conduit and concrete slabs for EVSE installation; posts and bollards for EVSE protection; electric service upgrades necessary to support the EVSE; direct installation-related labor; and any other equipment that NYSERDA determines is necessary to properly connect the EVSE to

an electric supply, the cost of general permitting and engineering directly related to the installation of the equipment, and project management and project reporting costs. Proposals that limit administrative costs (permitting, engineering, project management, and reporting) will be scored higher in evaluations.

Site work not directly related to the installation of the equipment is not eligible under the Program for reimbursement or as cost-share. Examples of work or equipment that are not eligible for reimbursement are upgrades to buildings, general site paving, general aesthetic site work such as flower beds, solar photovoltaic systems or wind electric generation systems, distributed electric generation equipment and any other equipment not directly related to the EVSE equipment and the connection of the EVSE equipment into an electric supply. Ineligible costs cannot be used to cover the minimum required cost share towards eligible costs.

NYSERDA will not reimburse for costs incurred before the date of contract execution.

## **1.1 PROJECT REQUIREMENTS**

The following are requirements for the project proposal:

1. The proposal must clearly indicate the submission category (Category A, B, or C) on Attachment A.
2. Proposals must incorporate least one of the following elements: vehicle to grid (V2G) applications; smart charging and demand response charging activities controlled through the EVSE; time of day and staggered charging; connection to distributed generation that will be used to charge the vehicles (the installation of distributed power generation is not an eligible expense); aggregation of V2G applications through an Energy Services Company (ESCO); parking space reservation systems such as online and through cell phones; and innovative payment systems. Proposals containing at least one of the aforementioned elements or an additional innovative application, location, or business model not mentioned in the previous list, are of potential interest to NYSERDA. The program will not pay for product development. (See section 1.6 for definitions.)
3. All proposals must include a usage plan listing the anticipated number of vehicles using the EVSE and estimated hours of charging per week. Please include documentation to support the estimation (e.g. letters of commitment/copies of correspondence from fleet or vehicle owners or other potential users).
4. All proposals must include a detailed breakdown of all costs including the cost of installation, and a breakdown of any subcontractors and their costs, and all cost-share from all partners.
5. All proposals must include a data collection and reporting plan that explains the proposed process for collecting data from the installed EVSE and how the collected data will be submitted to NYSERDA (see Section 1.4 Reporting for more details). Data collection plans that include automated electronic data transfer are preferred.
6. All proposals must include a schedule with a project start and end date and a detailed timeline with milestones to complete the project.
7. Partnerships must be fully described in the proposal and must include letters of support detailing each of the participating entities financial commitment to the project.
8. All proposals must include a detailed proposer profile and resumes from the primary project manager and all project staff.
9. All proposals must include details of what entity will own and maintain the equipment including an equipment disposition plan detailing who will take over ownership and operation of the equipment should the proposer become insolvent or when the demonstration is completed or terminated.
10. All proposals must include a description of the product for which and the process by which consumers will be billed for using the EVSE.

The following are requirements for the EVSE installed as part of this program.

1. The program will pay for level II or level III EVSE devices to serve on-road vehicles. Level I devices are ineligible. Proposers may submit a proposal to install Level III devices, but will not be allowed to proceed until there is an approved NEC and SAE standard (similar in nature to the current level II EVSE standards) for these devices and cord connections, with on-road vehicles available in New York that can accept the standard-compliant level III charge connection. Applicants wishing to install level III devices should describe how they intend to serve EVs that may have a variety of different NEC and SAE compliant cord connections.
2. For each type of EVSE to be purchased, the proposal must include vendor information for each unit type, including the manufacturer, model and unit price.
3. All public-access EVSE units must be code compliant and UL Certified (or equivalent). Documentation of the certifications must be submitted with the proposal. EVSE that are used solely by a fleet of medium- or heavy-duty EVs may be pending UL certification (or equivalent). The EVSE manufacturer must have at least submitted to UL for review and approval by the due date for Round 2 of this PON.
4. EVSE and vehicle communications must be in accordance with NEC 625. EVSE cord connection must be in accordance with SAE J1772.
5. EVSE installations must include a kWh meter. EVSE units must be equipped with a system to identify the vehicle charging at the EVSE and the total number of kWh charged to each vehicle utilizing the EVSE.
6. All resulting publicly accessible EVSE infrastructure in categories A and B must be accessible at least 12 hours per day, 7 days a week, for a period of at least 48 months.
7. All EVSE infrastructure sites must be in New York State and the address of the location the EVSE will be installed must be identified in the proposal.
8. A minimum of two electrified parking spaces (See Section 1.6 Definitions) are required per site in all three category projects. Charging systems should be equipped with or be upgradable to smart grid technology.
9. All installations of EVSE equipment must comply with applicable local and State Environmental, Building, and Fire Codes.

## 1.2 ELIGIBILITY REQUIREMENTS

Funding is available to the following entities: incorporated nonprofit entities, corporations, limited liability companies or partnerships and public entities such as counties, villages, towns and cities. Individuals are not eligible to apply. The Program is open to any eligible entity that owns or operates a parking facility that is located in New York or an entity that wishes to place equipment at a parking facility site owned by another entity. The entity that applies must have the legal authority to make improvements to the site at which the EVSE equipment will be located. If the proposer is not the site owner, the proposer must include in the proposal a letter from the site owner acknowledging that it grants legal authority to the proposer to install EVSE equipment at their site, should the proposal be awarded. If the property is leased, the proposer must show proof of legal rights to make improvements to the property. In the lease agreement the proposer must have the right to make and maintain these improvements at the facility for a minimum of 4 years going forward from the time Program funds are paid to the proposer.

NYSERDA must be satisfied with the proposer's financial stability and that sufficient resources exist to address issues before and after installation. Prior to commencement of a contract, the successful proposer may be asked to provide annual financial reports or a set of financial statements prepared by an accountant.

## 1.3 PROGRAM FUNDING

**PON 2301** seeks projects to demonstrate innovative EVSE deployment opportunities located in New York State, with a total funding available of approximately \$8 million and a cap of \$1,000,000 per project for the installation and evaluation of EVSE at locations as described in section 1.0 Project Categories. NYSERDA anticipates allocating this funding in increments of \$4 million per round of the PON. NYSERDA may allocate the total funding available in the first round of the program if NYSERDA approves a sufficient number of projects to use all of the available funding in the first round.

Funds will be allocated on a competitive basis. NYSERDA anticipates awarding funding for multiple projects under this PON. All, some, or none, of the total available funding may be allocated. In its sole discretion, NYSERDA may award partial funding to proposals.

Proposals from entities that own or operate multiple parking facilities in New York State or propose to install EVSE at multiple facilities are encouraged to apply, but no single Proposer can receive more than \$1,000,000.

#### 1.4 REPORTING

Recipients of funds will be required to provide progress reports to NYSERDA during the period of installation and a final report covering all of the work after completion of the project. Reporting requirements will include information such as the resulting impacts from the project such as environmental and energy benefits and related jobs, descriptions of any difficulties encountered during the reporting period, and statements of cost of the work performed during the reporting period. Following completion of the equipment installation, reports must include information pertaining to EVSE usage such as the amount of kWh dispensed and the cost of the electricity and the amount charged to the EVSE customer. These reports must be submitted at least semi-annually for a period of four years after the equipment enters service.

Data Collection: It is a requirement that the EVSE be able to collect data on hours of use, electricity consumed and number of users of the EVSE that is either available to be securely transmitted or that is able to be collected by the proposer directly from the EVSE devices. This information must be shared upon request and as requested in semi-annual reports or directly with NYSERDA's Evaluation Contractor that will assist NYSERDA in project evaluation. Any networking system should be described in clear terms in the narrative section of the proposal. The data security system or protocol should also be explained in the narrative.

All EVSE installed in this project shall be capable of collecting the following data parameters about each charging event:

- Unique ID for Plug-in Event
- Unique ID for Charge Event(s)
- Unique ID Identifying the EVSE – may not change
- Unique ID for the vehicle being charged (via payment or some other method)
  - o No user specific information is required (Name of vehicle owner or VIN number of vehicles); only understanding of usage patterns (i.e. how many different vehicles are using the station and number of visits for each vehicle)
- Vehicle Connect Time (this is the start of the Plug-in Event)
- Vehicle Disconnect Time (this is the end of the Plug-in Event)
- Charge Start Time (i.e. time stamp when EVSE begins to transfer power)
- Charge End Time (i.e. time stamp when EVSE stops transferring power)
- Average Power (AC kW) per charging event
- Total Energy (AC kWh) per charging event
- 15-Minute Interval Start Time (where the first 15-Minute Interval Start Time is equal to the Charge Start Time)
- 15-Minute Interval End Time (where the last 15-Minute Interval End Time is equal to the Charge End Time; and the last interval may not last the full 15 minutes)
- Rolling 15-Minute Average Power (AC kW, captured for each 15-minute interval)
- Rolling 15-Minute Peak Power (AC kW, captured for each 15-minute interval)
  - o All Time Stamps are defined as a year, month, day, hour, minute, and second at the time of each entry. The time zone should be local time for EVSE.

This data must either be able to be securely transmitted via a wireless method or programmable logic controller (PLC) to a centralized database or collected by the Proposer directly from the EVSE and transferred to NYSERDA or NYSERDA's Evaluation Contractor. The Proposer will be responsible for ensuring transfers of charging event data from the central database to NYSERDA or its Evaluation Contractor at no less than weekly intervals if transferred automatically, or monthly intervals if transferred manually.

The Proposer will be required to transmit the collected data directly to NYSERDA's Evaluation Contractor. The Proposer shall use one of the following methods for transferring data to NYSERDA's consultant:

Option 1 (the preferred option): The Proposer will use a 3<sup>rd</sup> party data collection vendor, such as but not limited to Coulomb Technologies, to provide the required data through the following capabilities if the Proposer does not possess these capabilities:

- Maintaining their own data collection servers for storing charging infrastructure events information
- Managing and conducting the data transfer communications between charging infrastructure (i.e. EVSE units) and data collection servers
- Providing staff to maintain their own data server(s), the data communications process, and their portion of this data collection effort
- Provide a data transfer portal that either allows the Evaluation Contractor to initiate contact and download (i.e. pull) charging infrastructure data or pushes charging infrastructure data to the Evaluation Contractor's server per a fixed, weekly schedule.

EVSE units will transfer the required data to the Proposer or its 3<sup>rd</sup> party data collection vendor in a single file as weekly data transfers to the Evaluation Contractor via SFTP (Secure File Transfer Protocol). The data will be in CSV (comma separated value) file format.

Option 2: The Proposer will utilize their own method for collecting the EVSE charging event data. The Proposer will present this method to NYSEERDA and the Evaluation Contractor for approval before EVSE purchase. This approach could include manual data collection from each EVSE (i.e. manual readouts or data card downloads) or some other semi-automated procedure. The Proposer must include data on all of the required parameters for each charging event for each EVSE since the last data transfer to the Evaluation Contractor as part of a single CSV file. The Proposer will provide this data file to the Evaluation Contractor weekly via SFTP. This method of data collection carries an increased risk of error due to human involvement and will likely have much higher cost than the recommended approach.

## 1.5 RECAPTURE PROVISION

Entities receiving funds through the Program are required to own and operate the EVSE equipment and submit semi-annual reports to NYSEERDA for a minimum of four years from the date the equipment is operational. If the EVSE is operated for any period less than four years or the proposer does not submit the required reports, the funds are subject to recapture by NYSEERDA of funding received under the project.

## 1.6 DEFINITIONS

**EVSE** - For Electric Vehicle Supply Equipment (EVSE), the actual "charger" is generally installed in the vehicle and the EVSE includes all the equipment needed to safely convey AC grid power (or distributed generation power) to the onboard charger. An essential EVSE component is a "charging station" designed to ensure that a safe connection has been made between the grid and the vehicle, and to communicate with the vehicle's control system so that electricity flows at an appropriate voltage and current level. EVSE funded under this solicitation must comply with the SAE J1772 (2010 as updated) specification for EVSE connections.

**Level I EVSE** - A charging method that allows an EV to be connected to the most commonly available grounded electrical outlet (NEMA 5-20) with power levels rated at less than or equal to 120 VAC/20 amps.

**Level II EVSE** – A charging method that allows an EV to be connected to permanently wired EVSE with a specialized connector (SAE J1772) with power levels rated at less than or equal to 240 VAC/100 amps.

**Level III EVSE** –Fast charging station providing 200 to 450DC output for a maximum of 60kW capable of charging EV batteries in under 30 minutes.

**Electrified Parking Space** – A parking space for a single vehicle that has access to a dedicated EVSE cord connection. A dual-head EVSE can generally provide two electrified parking spaces if it is positioned so each cord connection can be accessed by a different parking space.

**Smart Charging** - A web-based system that collects and can securely transmit data (such as energy consumed, demand charging, time of day charging and other information) and that has revenue grade commerce capacity.

**V2G Vehicle-to-grid (V2G)** – A system in which electric or plug-in hybrid vehicles communicate with the power grid to sell demand response services by either delivering electricity into the grid or by throttling down their charging rate during periods of high demand or high electric cost.

**V2G Vehicle-to-grid Aggregation** – Utilizing multiple PEVs in a V2G application to create a large supply of electricity to be sold back to the grid during periods of high demand and recharged during periods of low demand or a system to throttle down the charging of multiple PEV's to reduce electric load during periods of high demand and or cost. These are typically done through an Energy Service Company (ESCO).

**Demand Response** - A mechanism to manage customer consumption of electricity in response to supply conditions such as curtailing power used under conditions of tight electricity supply or high pricing thereby reducing the peak demand for electricity. The use of an energy management system to control the EVSE to take advantage of fluctuating prices is of interest to NYSERDA under this PON.

**Distributed Generation** - A local source of electric generation that is used to replace or supplement electric supply from the grid. Examples include small wind generation, photovoltaic systems, micro-turbines, combined heat and power systems, and fuel cells. The Program will not pay for this equipment, but connecting EVSE to these generation devices is eligible under the program. NYSERDA has an interest in collecting data on whether these types of equipment can be used in a cost efficient manner to charge PEVs.

**Smart Grid Integration** - A communication connection that allows the EVSE to connect to utility based advanced metering infrastructure networks or other systems to enable the EVSE to increase or decrease the rate of charging of PEVs depending upon factors such as electricity cost or demand on the grid. The purpose of such smart charging integration is to minimize impacts to the power supply system and/or take advantage of energy price incentives.

**Innovative Payment and Reservation Systems – For category A and B projects** It is highly desirable for a proposer to provide at least one reservation and charging model that provides an open platform reservation and billing mechanism (outdoor card reader accepting major credit/debit and to a lesser extent proprietary cards such as fleet, student id, employee id, or retail card). Proposer should also explore ways to dedicate and reserve the EVSE spaces for vehicles that are charging only. Vehicles not using the charger should be removed from the EVSE charging spaces. The Proposer or a partner in the project may also provide a billing system either integrated into an EVSE or compatible with an online system. Reservation systems that use multiple entry points such as multiple reservation system websites, cell phone applications, and other internet based systems are highly desirable.

## **2.0 PROPOSAL REQUIREMENTS**

Proposers must submit one (1) hard copy and one (1) electronic media copy (CD) of the proposal to the attention of Roseanne Viscusi at the address on the front of this Program Opportunity Notice. A completed and signed Proposal Checklist must be attached as the front cover of your proposal, WHICH MUST CONTAIN AN ORIGINAL SIGNATURE. **Late proposals and proposals lacking the appropriate completed and signed Proposal Checklist will be returned.** Faxed or e-mailed copies will not be accepted.

### **2.1 YOUR PROPOSAL MUST CONTAIN IN THE FOLLOWING ORDER:**

**Attachment A - Proposal Checklist WITH AN ORIGINAL SIGNATURE (Mandatory)**

**Attachment B - Disclosure of Prior Findings of Non-Responsibility Form (Mandatory)**

**Attachment C - Contract Pricing Proposal Form (Mandatory)**

**Attachment E - Proposal Overview Form (Mandatory)**

**A two part narrative as described in the following pages under Proposal Narrative Part 1 and Cost Proposal Part 2 (Mandatory)**

**Letters of project commitment from all financial partners to the proposal are mandatory. Absence of signed commitment letters will be viewed as a lack of financial commitment to the project proposal.**

**Exceptions to NYSERDA standard terms and conditions (provided under Attachment D), if any.**

NYSERDA will enter into a contract with successful proposers using the attached Sample Agreement (**Attachment D**). **If you do not accept the standard terms and conditions, provide alternate terms with justification based on the risk and benefit to New York State. Any negotiation of terms will be at NYSERDA's sole discretion.** If you do not include exceptions to these terms with your proposal, and the proposal is awarded funding, no adjustment to these terms will be allowed in the NYSERDA contract. Attachment D does not need to be completed; it is provided only for review per the discussion above.

Proposals should not be excessively long (attempt to follow the page length guides given in the following narrative and cost sections) or submitted in an elaborate format that includes expensive binders or graphics. Unnecessary attachments beyond those sufficient to present a complete, comprehensive, and effective response will not influence the evaluation of the proposal. Each page of the proposal should state the name of the proposer, the PON number, and the page number.

## **PART 1: PROPOSAL NARRATIVE**

A. Executive Summary: Briefly describe the project in a high level summary and list tasks that must be completed to accomplish the project.

(Estimated Length 1-2 pages)

### **Narrative**

Give a description of the equipment that must be purchased and the required labor to install it. Will the work be done by subcontractors or the proposer's own personnel?

- Include a monthly or quarterly project schedule in chart or milestone format indicating planned start and completion dates for each task relative to execution of the contract.
- Define and indicate key milestones in the schedule.
- Status of process to date: Have project plans been developed? Are engineering drawings or site plan available on request? Have plans been approved by a qualified firm or individual (identify and provide credentials)? Have necessary permits been obtained? Note: Priority will be given to proposers with detailed project information and for projects that have already obtained appropriate permits.
- Describe the fleets or other entities that will use the proposed EVSE due to this project. Proposer may also include a brief marketing or business plan to market the EVSE.
- Describe the innovative technologies or systems that will be integrated into the EVSE in this project.
- Describe a plan for collecting data on EVSE use and the innovative technologies or systems. Data collected should include information required under Section 1.4 Reporting. Priority will be given to projects that can set up automated electronic data transfers to NYSEERDA.
- If the Proposer has not fully developed the list of equipment and cost that is needed to fully install the EVSE, information about estimates of what equipment is needed must be provided. A full description of the estimated project including work to be done must be provided.

(Estimated Length 4-6 pages)

B. Project Management

Identify the Project Manager (main point of contact for NYSEERDA) and key participants in the project. Describe their individual expertise and explain how each will contribute to the successful completion of the project. Provide brief biographies describing their management and technical expertise and experience with EVSE and charging equipment. List the tasks to be performed by the Project Manager and key participants. Include resumes as an attachment.

(Estimated Length 1-2 pages)

C. Energy, Environmental, and Economic Benefits

- Give a brief description of the environmental benefits of the project. Has there been any type of environmental review of the project?
- Estimate amount of petroleum which will be displaced annually by EVSE usage and describe the methodology for estimating petroleum displacement
- If applicable, indicate the number of jobs the project will affect (e.g., jobs created, saved, or displaced). (Estimated Length 1 page)

D. Proposed Statement of Work (SOW) and Schedule. The SOW is the primary contractual document that outlines work activities and quantifies deliverables. It specifically delineates each step or procedure required to accomplish the project objectives. Therefore, each action needs to be identified, indicating who will perform it, how it will be performed and its intended result. At the end of each task description, specific task deliverable(s) must be listed. Be clear and specific: concentrate on "how" and not "why." Use "active voice" sentence structure to make clear who is responsible for specific actions.

(Estimated Length 4-6 pages)

**PART 2: BUDGET**

All cost information must be provided on the attached Contract Pricing Proposal Form (**Attachment C**). Proposers may photocopy the Contract Pricing Proposal Form if additional space is necessary. Each subcontractor to the Proposer should complete a separate Attachment C form. Note, no reimbursement will be provided for costs incurred prior to the contract execution date for proposals awarded funding.

In addition to the Contract Pricing Proposal Form, include the following:

**Narrative**

- Describe the equipment that will be needed for the project.
- Describe the equipment’s function and necessity.
- Give budget estimate for the cost to purchase the equipment.
- Give budget estimate for the cost of labor to install the equipment.
- Describe the people who will do the work and whether they are external subcontractors or internal personnel
- Describe the cost share, including the amount and the source of cost share.

Budget narratives are expected to be as detailed as possible with their estimates and descriptions.  
(Estimated Length 3 pages)

**Direct Costs**

Present full cost of all components including equipment and installation costs. Note: Costs associated with general site work, (i.e. paving, concrete pads, etc, not directly related to the infrastructure work for EVSE are not eligible for funding or eligible to be used as cost share). Attach bids and preliminary engineering cost estimates. For major tasks, or in proposals that use direct labor personnel costs as a portion of the cost share contribution, indicate the number of hours each individual will spend on each task and an hourly rate of pay. Provide justification or verification for the rate of pay proposed.

**Cost share information**

Cost Sharing - The proposal must show non-NYSERDA funding of at least 35% of the total eligible cost of the project for categories A, B and C. Cost-sharing can be from the proposer, other team members, and other government or private sources. All cost sharing must be confirmed by a letter from the cost share entity committing to proving the cost share. A lack of letters from cost share partners will be viewed as a lack of support from those entities. Contributions of direct labor (for which the laborer is paid as an employee) and purchased materials may be considered "cash" contributions. Unpaid labor may be considered "in-kind" contributions. The proposer or proposing team cannot claim as cost share any expenses that have already been incurred.

Requested funds, cash cost share, and in-kind contributions together must account for 100% of the cost of eligible expenses for implementing the project.

1. Provide the following information about cost share contributions.
  - Type of cost share(s): cash, services, other (define);
  - Source(s) of cost-share contribution(s);
  - Dollar value of in-kind contribution(s);
  - If services, fully define how value of services was estimated; and
  - If other, provide full identifying information and define how value of contribution was estimated.
2. Include documentation of cost share support from entities other than the proposer. Absence of documentation of funding will be construed as a lack of commitment to the project by that entity.

Include a completed cost share chart as shown below. Expand the table as needed.

	<b>Cash</b>	<b>In-Kind Contribution</b>	<b>Total</b>
<b>NYSERDA</b>	\$	\$	\$
<b>Proposer</b>	\$	\$	\$
<b>Others (list individually)</b>	\$	\$	\$

<b>Total</b>	\$	\$	\$
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**Unit Prices for Level II EVSE**

Provide unit price for each category of EVSE and include costs for installation labor, installation equipment, and permitting and engineering costs for EVSE installation.

	<b>Unit Cost</b>	<b>Installation - Labor</b>	<b>Installation - Equipment</b>	<b>Installation - Permitting and Engineering</b>
<b>Wall mount</b>				
<b>Ceiling mount</b>				
<b>Pedestal</b>				

Attach supporting documentation to support indirect cost (overhead) rate(s) included in your proposal as follows:

1. Describe the basis for the rates proposed (i.e., based on prior period actual results; based on projections; based on federal government or other independently-approved rates).
2. If rate(s) is approved by an independent organization, such as the federal government, provide a copy of such approval.
3. If rate(s) is based on estimated costs or prior period actual results, include calculations to support proposed rate(s). Calculation should provide enough information for NYSERDA to evaluate and confirm that the rate(s) are consistent with generally accepted accounting principles for labor costs.

NYSERDA reserves the right to audit any rate presented in the proposal and to make adjustment for such difference. Requests for financial statements or other needed financial information may be made if deemed necessary.

All recipients of awards for projects will receive funds on a reimbursement basis based on submission of invoices, proof of payment to vendors and sub-contractors and documentation of project completion, in accordance with a mutually agreed-upon Statement of Work.

**2.2 PROPOSAL EVALUATION**

Proposals will be reviewed by a Technical Evaluation Panel (TEP) and will be scored and ranked according to the following criteria, in order of importance. All three categories of projects will be evaluated together.

1. Proposal Quality
  - Enhance the goals of increasing the infrastructure for EVSE across all of New York;
  - The level of innovation shown by the project: Does the project contain a high level of innovation as described in Section 1.1 Project Requirements? Does the proposal contain detailed information on the proposed innovation and how that innovation will be implemented?
  - EVSE utilization estimates and EVSE utilization plan: Does the proposal contain a detailed estimate of EVSE utilization? Is the plan backed up by commitment letters or other detailed analysis? Is the plan viable?
  - Data collection plan: Does the proposal contain a detailed plan for meeting the reporting requirements of the PON (Section 1.4 Reporting)?
2. Proposer Qualifications
  - References and Past Performance: Does the Proposer have a history of successfully completing similar projects? Do they have the necessary technical expertise to complete the project?
  - Level of commitment from partners: Did the project partners provide commitment letters detailing their roles in the project and any financial or technical cost share for the project?
  - Strength of EVSE Marketing Plan (if the EVSE will be open to the public): Does the proposal contain a marketing plan to ensure that EV owners are aware of the EVSE funded under the project?
  - EVSE benefits more than one entity such as multiple users of the EVSE
  - Comprise unique partnerships, innovative project financing, innovative business models
  - Completeness of construction plans and estimates: Does the proposal contain detailed construction estimates for the proposed sites? Are plans included with the proposal? Have permits been applied for and received?

### 3. Project Value

- Cost of EVSE and Installation
- Schedule for completion of project: Does the proposal contain a reasonable schedule to complete the work? Will the work be completed and the EVSE installed in a timely manner?
- Level of detail included in the budget
- Cost of project management and reporting: Projects containing little or no requests for costs for project management or reporting will score higher
- Level of cost share provided beyond the minimum required for eligible expenses
- Equitable distribution of project types and locations around New York: Will the proposal give New York an equitable distribution of projects funded under the PON across the state?

## 2.3 GENERAL CONDITIONS

**Proprietary Information** - Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes. The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the proposer wishes to have treated as proprietary, and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be exempted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 [www.nyserda.org/about/nyserda.regulations.pdf](http://www.nyserda.org/about/nyserda.regulations.pdf). However, NYSERDA cannot guarantee the confidentiality of any information submitted.

**Omnibus Procurement Act of 1992** - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development  
Division For Small Business  
30 South Pearl Street  
Albany, NY 12245

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development  
Minority and Women's Business Development Division  
30 South Pearl Street  
Albany, NY 12245

**State Finance Law sections 139-j and 139-k** - NYSERDA is required to comply with State Finance Law sections 139-j and 139-k. These provisions contain procurement lobbying requirements which can be found at <http://www.ogs.state.ny.us/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>

The attached Proposal Checklist calls for a signature certifying that the proposer will comply with State Finance Law sections 139-j and 139-k and the Disclosure of Prior Findings of Non-responsibility form includes a disclosure statement regarding whether the proposer has been found non-responsible under section 139-j of the State Finance Law within the previous four years.

**Tax Law Section 5-a** - NYSERDA is required to comply with the provisions of Tax Law Section 5-a, which requires a prospective contractor, prior to entering an agreement with NYSERDA having a value in excess of \$100,000, to certify to the Department of Taxation and Finance (the "Department") whether the contractor, its affiliates, its subcontractors and the

affiliates of its subcontractors have registered with the Department to collect New York State and local sales and compensating use taxes. The Department has created a form to allow a prospective contractor to readily make such certification. See, ST-220-TD (available at [http://www.tax.state.ny.us/pdf/2007/fillin/st/st220td\\_507\\_fill\\_in.pdf](http://www.tax.state.ny.us/pdf/2007/fillin/st/st220td_507_fill_in.pdf)). Prior to contracting with NYSERDA, the prospective contractor must also certify to NYSERDA whether it has filed such certification with the Department. The Department has created a second form that must be completed by a prospective contractor prior to contacting and filed with NYSERDA. See, ST-220-CA (available at [http://www.tax.state.ny.us/pdf/2006/fillin/st/st220ca\\_606\\_fill\\_in.pdf](http://www.tax.state.ny.us/pdf/2006/fillin/st/st220ca_606_fill_in.pdf)). The Department has developed guidance for contractors which is available at <http://www.tax.state.ny.us/pdf/publications/sales/pub223.pdf>.

**Contract Award** - NYSERDA anticipates making multiple awards under this solicitation. It may award a contract based on initial applications without discussion, or following limited discussion or negotiations pertaining to the Statement of Work. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA reserves the right to limit any negotiations to exceptions to standard terms and conditions in the Sample Agreement to those specifically identified in the submitted proposal. NYSERDA expects to notify proposers in approximately 12 weeks from the proposal due date whether your proposal has been selected to receive an award.

**Limitation** - This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest. NYSERDA reserves the right to reject proposals based on the nature and number of any exceptions taken to the standard terms and conditions of the Sample Agreement.

**Disclosure Requirement** - The proposer shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Proposers must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

**Procurement Lobbying Requirements - State Finance Law sections 139-j and 139-k**

Procurement lobbying requirements contained in State Finance Law sections 139-j and 139-k became effective on January 1, 2006. (The text of the laws are available at: <http://www.ogs.state.ny.us/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>). In compliance with §139-j and §139-k of the State Finance Law, for proposals submitted in response to this solicitation that could result in agreements with an annual estimated value in excess of \$15,000, additional forms must be completed and filed with proposals: (1) a signed copy of the Proposal Checklist including required certifications under the State Finance Law and (2) a completed Disclosure of Prior Findings of Non-Responsibility form. Failure to include a signed copy of the Proposal Checklist referenced in this solicitation will disqualify your proposal.

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**ATTACHMENTS**

- Attachment A – Proposal Checklist
- Attachment B – Disclosure of Prior Findings of Non-Responsibility Form
- Attachment C – Contract Pricing Proposal Form
- Attachment D – Sample Agreement
- Attachment E – Proposal Overview Form