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## Maine School Administrative District No. 75

50 Republic Avenue

Topsham, Me. 04086

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[www.link75.org](http://www.link75.org)

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Dr. Heidi O'Leary- Superintendent of Schools  
Dr. Amanda Hersey - Assistant Superintendent of Schools

## Request for Proposals (RFP) for Solar Photovoltaic System Under a Power Purchase Agreement (PPA) for MSAD No. 75

### 1. INTRODUCTION

MSAD No. 75 is seeking proposals from qualified solar energy providers to develop, finance, install, operate, and maintain a solar photovoltaic (PV) system under a Power Purchase Agreement (PPA). The goal of this initiative is to reduce energy costs, enhance sustainability, and leverage renewable energy without upfront capital investment.

This RFP is issued in compliance with [Maine Revised Statutes Title 20-A, §15915](#), which allows school administrative units to enter into agreements with energy service companies for up to 20 years. If the final agreement meets the criteria outlined in §15915—**a minimum 5-year operation and maintenance agreement, a 5-year performance guarantee, and a total cost under \$10 million**—the project will be exempt from competitive bidding requirements under [MSAD No. 75's Policy DJC](#).

### 2. PROJECT SCOPE

The selected solar provider will be responsible for the following:

- Conducting a feasibility study and site assessment for solar PV system installation at Bowdoin Community School and Harpswell Community School.
- Designing, engineering, permitting, and installing a solar PV system tailored to the energy needs of the organization.
- Providing financing options under a PPA model with competitive energy pricing.

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Amy Hall- Special Education Director  
Michele Osmolski -Human Resources Director  
Allen Lampert -Adult Education Director  
Evan Howard -Business Manager  
Nicholas Riggie -Technology Director  
Tom Kane-Transportation Director  
Amanda Johnson-Food Services Director

- Owning, operating, and maintaining the system for a minimum of **5 years**, in accordance with §15915.
- Providing a **performance guarantee for a minimum of 5 years** to ensure the system meets defined energy savings criteria.
- Ensuring compliance with all local, state, and federal regulations.
- Collaborating with the organization to optimize energy use and maximize savings.
- Implementing an **annual reconciliation process** for energy savings, in accordance with the International Performance Measurement and Verification Protocol (IPMVP) outlined by the U.S. Department of Energy.

### 3. PROPOSAL REQUIREMENTS

Interested firms must submit a proposal that includes the following:

- **Company Overview:** A brief history, relevant experience, and key personnel.
- **Project Approach:** A description of the process for site assessment, design, permitting, installation, and maintenance.
- **Financial Structure:** Detailed terms of the PPA, including contract duration, electricity pricing, escalator rates, early buyout options, and estimated cost savings.
- **System Design & Performance:** Preliminary system design, expected energy production, and technology specifications.
- **Regulatory Compliance & Incentives:** Explanation of adherence to local policies and potential incentives.
- **Operations & Maintenance Plan:** Description of monitoring, maintenance, and support services for at least five years, as required under §15915.
- **Billing Structure:** Explanation of how energy usage will be measured, billed, and net metered.
- **Insurance Requirements:** Overview of property and liability insurance coverage responsibilities during and after the PPA term.
- **Renewable Energy Credits (RECs):** Clarification of REC ownership and potential purchase options.
- **References:** At least three references from previous similar projects.
- **Compliance with Advertising Requirements:** Confirmation that proposals will be advertised in both a newspaper of general circulation in the school administrative unit

and a newspaper of general circulation in the Towns of Topsham, Bowdoin, Bowdoinham, and Harpswell, in accordance with §15915.

#### 4. SELECTION PROCESS

In accordance with **§15915**, MSAD No. 75 will:

- Advertise this RFP in a **newspaper of general circulation within the district and in Augusta.**
- Establish an **interview committee** consisting of **the superintendent and at least one school board member.**
- Interview **at least three energy service companies**, unless fewer companies respond to the RFP.
- Ensure selection is based on **qualifications, cost-effectiveness, and performance criteria**, rather than solely on the lowest bid, as permitted by MSAD No. 75's **Policy DJC.**

#### 5. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Experience and qualifications (20%)
- Financial proposal and cost-effectiveness (30%)
- Technical feasibility and energy output projections (25%)
- Operations, maintenance, and support services (15%)
- References and past project performance (10%)

#### 6. SUBMISSION GUIDELINES

Proposals must be submitted electronically to **Heidi O'Leary** . The submission deadline must be **at least 15 days after the final advertisement date**, in compliance with §15915.

Any questions regarding this RFP should be directed to **Heidi O'Leary** by **[Insert Question Deadline]**.

Late submissions will not be considered.

## **Additional Terms:**

- All responses and information submitted will be incorporated, in part or in whole, into and made part of any final agreement with the District.
- Issuance of this RFP does not commit the District to pay any costs incurred in the preparation and submission of a response or to procure a contract for any services or equipment. Only a duly authorized employee of the District can legally commit to the proposed procurement.

## **7. TIMELINE**

- **RFP Issued:** [Insert Date]
- **Proposal Submission Deadline:** No sooner than 15 days from the last day the required advertisement was published.
- **Evaluation & Selection:** [Insert Date]
- **Contract Award & Negotiation:** [Insert Date]
- **Project Implementation:** [Insert Date]

## **8. RESERVATION OF RIGHTS**

MSAD No. 75 reserves the right to reject any or all proposals, negotiate terms, and award contracts at its sole discretion. This RFP does not obligate the organization to proceed with any proposal or enter into a PPA agreement.