



## REQUEST FOR PROPOSALS (RFP)

### Solar & Battery Microgrid Engineering Services, Saint Lucia Microgrids Project

#### SUMMARY OF PROCUREMENT

RMI has been engaged by the National Utilities Regulatory Commission (NURC) through a technical assistance grant from the United States Trade and Development Agency (USTDA) to manage the analysis, de-risking, and development of up to six (6) solar PV and energy storage hybrid microgrids in Saint Lucia. This initiative is being undertaken on a pilot basis in order to create more resilient energy infrastructure that would support critical public infrastructure in the event of grid failure and national sustainability goals by incorporating additional renewable energy into the grid.

The Request for Proposal goal is to support RMI by carrying out a suite of engineering services for up to six (6) microgrid locations on the island of Saint Lucia. Design and Engineering Services required under this project are as follows:

1. Microgrid Design for up to six separate locations on the SLU Grid.
2. Interconnection Study reports at up to six separate locations on the SLU Grid.
3. Microgrid / Battery Integration reports for up to six separate locations / critical facilities.
4. Geotechnical, Structural & Hydrology Studies for up to six separate ground mount locations and / or carport / roof mount solar locations.
5. Preliminary Civil Engineering Site Plan for any ground mount or carport solar locations.

While the renewable energy capacity is still not determined, it is envisioned to develop an aggregate of 2-3 MW of projects.

#### About RMI

RMI decarbonizes energy systems through rapid, market-based change in the world's most critical geographies to align with a 1.5°C future and address the climate crisis. We work with businesses, policymakers, communities, and other organizations to identify and scale energy system interventions that will cut greenhouse gas emissions at least 50% by 2030.

For nearly 40 years, RMI has utilized our unique techno-economic expertise and whole-systems thinking to both publish groundbreaking research and analysis. We bring together collaborations of rare reach, range, and expertise—creating unconventional partnerships and mobilizing action to drive change on the massive scale needed to combat the climate crisis.

#### About RMI's Islands Energy Program

RMI's [Islands Energy Program](#) helps to scale renewable projects and supports the capacity of islands to achieve their sustainable energy goals by delivering technical expertise, engaging with governments, utilities, and island stakeholders, and providing communications support. The Islands Energy Program brings a diverse mix of skills and experience in integrated resource planning, project identification and



development, construction implementation support as well as a range of business advisory services. The Islands Energy Program also leverages an array of consulting services from leading engineering and consulting firms, as well as legal and financial advisory firms in the power generation and transportation sectors.

The Islands Energy Program's strategy focuses on three complementary and mutually reinforcing components, which implemented in an integrated and strategic manner facilitate successful energy transitions in participating (and non-participating) island countries: 1.) holistic energy planning; 2.) project preparation and implementation support; and 3.) energy leadership. The Islands Energy Program includes the following country partners: Anguilla, Antigua & Barbuda, Bahamas, Belize, Bermuda, British Virgin Islands, Colombia, Guyana, Montserrat, Saint Lucia, Saint Vincent and the Grenadines, and Turks and Caicos as well as ongoing work with partners in Puerto Rico and the United States Virgin Islands.

### **SCOPE OF WORK AND OUTPUT/DELIVERABLES**

The selected contractor shall be required to provide the following:

#### **Microgrid Engineering Design**

The Contractor shall perform an engineering design for each of the six microgrids. The Contractor shall use the Hybrid Optimization of Multiple Energy Resources (HOMER) Pro software to explore several options of solar PV and energy storage to determine the optimal sizing for each microgrid. The engineering design for each of the six microgrids shall include, but not be limited to, the following items:

- Indicative site plan and layout;
- Major equipment and sizing specification;
- Energy production estimation;
- Electrical single line diagrams;
- Preliminary construction specifications;
- Instrumentation, data collection and reporting framework; and
- System control logic model
- Assessment of multiple battery sizes for both backup power duration and grid services

The Contractor shall carry out interconnection analysis and modeling for the electrical loads at the proposed point of interconnection for each of the six microgrids. The interconnection analysis shall include a sensitivity analysis to consider potential load growth. The Contractor shall identify any technical limitations or upgrades required for the proposed interconnection of solar PV and energy storage microgrids.

Additionally, the Contractor shall consult with energy storage firms for technical assistance for the battery integration analysis, which the Contractor will incorporate into the electrical systems modeling.



### **Geotechnical, Structural, and Hydrology Studies**

The Contractor shall perform the appropriate preliminary geotechnical, structural, and hydrology studies for each of the six microgrids. These studies shall provide a characterization of the soil conditions as well as explore island watersheds and drainage basins near any potential ground-mount site. The Contractor shall assess whether any ground mount solar installations would have an impact on the local watershed or drainage patterns that would be required to consult with the Saint Lucia Water Resource Management Agency and, if so, shall outline the process and provide recommendations. These studies shall allow developers to estimate the depth of pier support and pads for Project structures. Also, these studies shall indicate soil drainage and salinity and identify potential flood risks and recommended prevention or mitigation measures. The Contractor shall evaluate and recommend sediment and erosion controls based on these studies.

For rooftop sites, the Contractor shall carry out a structural assessment to ensure that the roof can support the solar system over the project life and obtain a hurricane category 5 rating.

### **Preliminary Civil Engineering**

The Contractor shall perform preliminary civil engineering for each of the six microgrids. The civil and structural engineering shall ensure that the Project meets Saint Lucia code requirements for hurricane wind loading. The Contractor shall prepare site plans for each of the six microgrids.

The Contractor shall prepare all permitting documentation for submission to the Development Control Authority (DCA) to request “approval in principle” for each of the six microgrids sites. All drawings submitted to the DCA for permitting approval must be signed off and certified by a locally Registered Engineer.

#### **Deliverable:**

The Contractor shall deliver to the Client a report that contains all findings and provides a detailed account of all work performed, including microgrid engineering design, structural, electrical and permitting documentation and potentially geotechnical, hydrology studies, preliminary civil engineering and site plans depending on the type of microgrid installation (roof, ground mount, or parking canopy).

#### **Duration**

This is a limited term, time and materials contract ending March 2023.

#### **Expenses**

The selected tenderer will be reimbursed up to a total of USD [insert amount] for approved travel expenses, if incurred, because of this contract for participation in project meetings or engagements on the ground. All requests for reimbursement must be accompanied by original receipts and submitted on



a timely basis, no later than 15 days of the end date of this agreement. Allowable expenses will be based on RMI Travel and Expense Policy.

## **GUIDELINES FOR PROPOSAL SUBMISSION**

### **Requirements**

The selected tenderer will be able to demonstrate capacity in similar work, particularly:

- Solar and battery microgrid design
- Clean energy project preparation including required engineering disciplines in the Caribbean
- Interconnection analysis on CARILEC island transmission / distribution systems

### **Proposal Content**

Tenderers should submit:

- A statement of interest that includes a description of how the above Requirements are met
- A CV or CVs of core team
- A description of the methodology that will be used to carry out the specified Engineering Services as per this RFP scope of work, including a subcontracting plan and description of any Engineering partners.
- A detailed work schedule for the completion of the work within each Engineering discipline (inclusive of key milestone delivery dates), indicating task durations and proposed travel.
- A completed and signed Annex 2 – RMI Contractor Services Agreement Acceptance Form (after reviewing Annex 1 – RMI Contractor Services Agreement Template)
- A completed Annex 3 – Pricing Schedule. A cost breakdown table with hourly rates and estimated hourly duration for each line item and the total bid cost. Any transportation and accommodation costs (where relevant), software, equipment or other materials should be reflected as separate line items in the cost breakdown table.

Proposals, including all supporting documents, should be written in English and financial information should be provided in USD. Supporting documents may be in another language, provided they are accompanied by an accurate translation of the relevant passages in English.

RMI is aware that information contained in a proposal may indicate a tenderer's current operations and may be confidential. Therefore, RMI requests that any confidential information in a proposal be clearly identified as such and RMI will treat it as confidential.

All materials submitted with a proposal become property of RMI. RMI will have the right to use all ideas or adaptations of the ideas contained in the proposals received subject to clearly identified confidential or proprietary limitations. Disqualification of any proposal does not restrict or eliminate this right.



## RFP Process & Timeline

Stage of Procurement	Date
RFP released	1 February 2022
Deadline for questions	11 February 2022
Questions answered by RMI	15 February 2022
Proposal submission deadline	28 February 2022, 5:00pm Atlantic Standard Time
Interviews with selected tenderers	2 March 2022
Final tenderer selection	4 March 2022

All questions about this RFP must be received via electronic mail to the contact below. Answers to the questions will be shared with all parties who have asked questions or otherwise expressed interest.

All proposals must be sent via electronic mail to the same contact listed below by 28 February 2022, 5:00pm Atlantic Standard Time.

*Kaitlyn Bunker*

*Director, Islands Energy Program*

*kbunker@rmi.org*

When sending questions or submitting a proposal please use this electronic mail subject: *Saint Lucia Microgrid Project Engineering Services*

Please note that it is the tenderer's responsibility to ensure that the proposal and all other required documents are received by the closing date at the email address specified above. Proposals received after the time and date specified will not be reviewed or considered. Failure to provide any information requested in this RFP may result in rejection for non-responsiveness.

## EVALUATION AND SELECTION

### Evaluation Criteria

The following elements will be the primary considerations in evaluating proposals submitted in response to this RFP.

Formal criteria:

- The extent to which the proposal fulfills RMI's stated requirements as set out in the RFP



Technical criteria:

- Experience with similar microgrid and RE projects
- Qualifications and available capacity of tenderer
- Proposed methodology and work schedule

Financial criteria:

- Total cost as submitted in Annex 3 – Pricing Schedule

The tenderer offering the best overall value will be selected. For this procurement, price is considered less important than non-price aspects.

### **Selection Process**

No proposal development costs shall be charged to RMI. All expenses are to be borne by the tenderers. RMI may award to the tenderer offering best value without discussions. However, RMI reserves the right to seek tenderer clarifications and to negotiate with those tenderers deemed to be within a competitive range.

RMI may, at its discretion and without explanation to the prospective tenderers, choose to discontinue this RFP without obligation to such prospective tenderers or make multiple awards under this RFP. Procurement contracts will not be awarded to tenderers debarred by the U.S. government or named on restricted parties lists. Any proposal may be rejected in whole or in part for good cause when in the best interests of RMI.

A proposal will be selected based on the evaluation of the RFP response, the interview results, any necessary vetting and due diligence, and the satisfactory outcome of financial negotiations. After the selected tenderer and RMI have entered into a contract for goods/services, RMI will notify the unsuccessful tenderers.

Any Tenderer who wishes to ascertain the grounds on which its proposal was not selected, should request explanation. The RMI procurement contact shall promptly provide in writing an explanation of why such proposal was not selected. Please note, if a tenderer requests a debriefing meeting, the Tenderer shall bear all their costs of attending such a debriefing meeting and the hourly rates of the RMI staff required for the meeting if significant expenses are incurred by RMI.



## ANNEX 1 – RMI CONTRACTOR SERVICES AGREEMENT TEMPLATE

### Contractor Services Agreement

This CONTRACTOR SERVICES AGREEMENT (together with any attachments referred to below, the “Agreement”) is dated as of \_\_\_\_\_, by and between ROCKY MOUNTAIN INSTITUTE, a Colorado nonprofit corporation (“RMI”), and \_\_\_\_\_, whose address is \_\_\_\_\_ (“Contractor”), collectively referred to as Parties. The Parties, intending to be legally and equitably bound, agree as follows:

1. Work to Be Performed. Contractor agrees to perform the work described in Attachment “A” (“Work” or “Services”) and shall report in writing to RMI with whatever frequency and regarding whatever subject matter RMI may require to keep RMI informed about Contractor’s activities under this Agreement. The Contractor shall perform the Services with all reasonable skill, care and diligence required by current professional procedures and practices and use their best endeavors to promote the interests of RMI, to the reasonable satisfaction of RMI, and in accordance with this Agreement. Contractor shall employ persons with all the requisite skills and experience necessary to carry out the Services. RMI will notify the Contractor should any of the Work performed be unsatisfactory or deficient. Contractor agrees to comply with the appropriate action identified by RMI to complete Work considered unsatisfactory or deficient in a timely manner at no additional cost to RMI and in compliance with deadlines stipulated by RMI.

2. Term. This Agreement shall commence on \_\_\_\_\_ and conclude on \_\_\_\_\_ unless this Agreement is earlier terminated pursuant to Section 10. Contractor shall promptly inform RMI in writing of any actual or potential delay in the timely performance of the Work, and the reason(s) for such delay.

3. Compensation.

3.1 Contract Type.

- **Fixed Fee:** RMI shall pay Contractor a fixed amount of \$\_\_\_\_\_ (US Dollars) for the Work described in paragraph 1 above. This amount is fixed and is unaffected by the amount of time the Contractor spends on the Work.

OR

- **Time and Materials:** This is a Time and Materials contract based on the agreed Rate Schedule outlined in Attachment B and level of effort under an agreed contract ceiling for each scope of work set out in Attachment A or a Work Order. Prior to beginning work on each of the scheduled deliverables identified in Attachment A or a Work Order, RMI will review the proposed level of effort and issue an authorization to proceed to the Contractor.



3.2. Submission and Payment of Invoices. Contractor shall submit invoices for performance of the Work monthly (or at such other intervals as requested by RMI) for Work performed. Invoices shall be submitted to the RMI Staff Contact. Invoices must include a description of tasks performed and hours spent performing such tasks broken down by dates. Subject to the terms of this Agreement, invoices will be paid thirty (30) days after receipt. Checks tendered by RMI shall be made payable to the business name of Contractor. Contractor shall be reimbursed for eligible expenses pre-approved by RMI while performing the Work. Contractor shall provide an estimate of travel costs and eligible expenses associated with business travel on a monthly basis directly to the RMI Staff Contact for advance approval. RMI will pay for Contractor's reasonable and pre-approved expenses and travel expenditures in accordance with RMI's travel reimbursement policy.

3.3. Reduction or Withholding of Payment. In addition to any other remedies available to RMI, if, in RMI's reasonable determination, Contractor's performance of the Work is unsatisfactory, deficient, undelivered or otherwise fails to comply with the terms of this Agreement, RMI may refuse or limit approval of any invoices for payment and may reduce or withhold payments to Contractor until such time as RMI reasonably determines that Contractor has met the performance terms established by this Agreement. RMI shall promptly notify Contractor of any such withholding of payment.

3.4. RMI Staff Contact. RMI's representative with respect to this Agreement (the "RMI Staff Contact") is \_\_\_\_\_. RMI may change the Staff Contact from time to time and will promptly notify Contractor of such change.

4. Changes and Modifications. Any material change to the Work or the terms of this Agreement must be approved in writing by both Parties. Contractor shall promptly notify RMI in writing of any change in the Work that Contractor reasonably determines is necessary. Such notice shall specify (a) the particular elements of Work for which Contractor is seeking a change, (b) the reason for the requested change, and (c) the impact, if any, that the requested change will have on (i) the Compensation amount, (ii) time for performance or (iii) any other terms or conditions of this Agreement.

5. Confidential Information. During the term of this Agreement, Contractor may receive or have access to data and information that is confidential and proprietary to RMI. All such data and information ("Confidential Information") made available to, disclosed to, or otherwise made known to Contractor in connection with this Agreement shall be considered the sole property of RMI. Confidential Information may be used by Contractor only for purposes of performing the obligations of Contractor hereunder. Contractor shall not disclose Confidential Information to any third party without the prior written consent of RMI. Contractor shall not use or duplicate any proprietary information belonging to or supplied by RMI, except as authorized by RMI. Contractor acknowledges that RMI may be bound by confidentiality agreements with third parties relating directly or indirectly to the Services, copies of which agreements will be provided to Contractor as applicable. Contractor agrees to comply with the terms of such confidentiality agreements and to execute any supplemental confidentiality agreements as RMI may reasonably require. These obligations of confidentiality and non-disclosure shall remain in effect until such time as the Confidential Information becomes publicly known and made generally available through no action of Contractor.

6. Work Made for Hire. During the performance of this Agreement, Contractor may create certain works for RMI that may be copyrighted, trademarked, or patented under U.S. law. To the extent that any



such works are created, Contractor will be considered to have created a work made for hire as defined in 17 USC §§ 101 et. seq. and RMI shall have the sole right to the copyright. In the event that any work created by Contractor does not qualify as a work for hire, Contractor agrees to assign a license for unlimited use of such work to RMI.

6.1. Title to Works, Trademarks, and Inventions Produced. It is understood and agreed that the entire right, title, and interest throughout the world in and to all works, trademarks, and/or inventions that are conceived of or produced, whether or not reduced to practice, by Contractor, either solely or jointly with others, in connection with or as related to the performance of this Agreement, shall be and hereby are vested and assigned by Contractor to RMI. Contractor waives in favor of RMI all moral rights to all works, trademarks and/or inventions that may vest with Contractor. With respect to copyrighted materials, Contractor further agrees that RMI is assigned all rights, including the right to edit and create derivative works from the materials, and the right to any and all commercial reproduction, transmission, display, performance or distribution of the materials or any derivative works based on the materials via any means currently existing or developed or discovered in the future, including, without limitation, posting to the Internet, CD, DVD or other digital format.

6.2. Further Assurances. Contractor agrees to execute any and all documents and to do all other lawful acts as may be required by RMI to establish and protect such rights.

7. Indemnification. Contractor hereby indemnifies and holds harmless RMI and its directors, officers and employees from any and all liabilities, losses, costs, damages, claims, liens, judgments, penalties, fines, attorneys' fees, court costs and other legal expenses, insurance policy deductibles and all other expenses arising out of or related to (a) any intentional or negligent act or omission of Contractor, or (b) Contractor's failure to perform any of its obligations under this Agreement. Such indemnity shall apply to the fullest extent permitted by applicable law. Contractor's obligations under this Section 7 shall survive the expiration or termination of this Agreement.

8. Independent Contractor Status. The relationship of Contractor to RMI is that of an independent contractor, and nothing in this Agreement shall be construed as creating any other relationship. Contractor shall comply with all laws and assume all risks incident to its status as an independent contractor. Contractor acknowledges that the Compensation paid to Contractor does not constitute salary, wages or benefits and that Contractor is not entitled to any employee benefits. Contractor agrees to pay all applicable federal, state and local income taxes, associated payroll and business taxes, licenses and fees, and such insurance as is necessary for Contractor's protection in connection with Work performed under this Agreement and acknowledges that no workers' compensation insurance is carried by RMI covering Contractor. Contractor agrees to comply with the Discrimination, Harassment, Retaliation, and Reporting for Non-employee's policy contained in Attachment C and the Anti-Bribery, Anti-Corruption, and Anti-Fraud policy contained in Attachment D.

9. Disputes. If the Parties are unable to settle a dispute relating to this Agreement, either party, on written notice to the other, shall submit the dispute to arbitration in accordance with the rules of the American Arbitration Association in the state of Colorado. Judgment on the arbitration award may be entered in any court having jurisdiction.

10. Termination. Either party may terminate this Agreement at any time, for any reason, subject to thirty (30) days' advance written notice to the other party. Further, RMI may terminate this Agreement



immediately upon written notice to Contractor if any of the following circumstances occurs: (a) Contractor fails to timely deliver the goods or perform the services required by this Agreement; (b) Contractor fails to perform any of the other material provisions of this Agreement or so fails to make progress with the Work as to endanger performance of this Agreement in accordance with its terms; (c) Contractor ceases to operate Contractor's business; or (d) a material conflict of interest arises pursuant to Section 12.

11. Transfer of and Payment for Completed Deliverables and Materials. In the event of a termination of this Agreement as provided in Section 10, RMI may require Contractor to transfer and deliver to RMI (a) any completed deliverables, works and research materials (collectively, "Completed Deliverables"), and (b) such partially completed deliverables, works, research materials, and information (collectively, the "Materials") as Contractor has produced or acquired for the performance of this Agreement. Contractor further agrees to protect and preserve property in the possession of Contractor in which RMI has an interest. Payment for Completed Deliverables delivered to and accepted by RMI shall be at the cost specified in this Agreement. Payment for Materials delivered to and accepted by RMI that are necessary or convenient to the protection and preservation of property shall be at a price designed to reimburse Contractor for the reasonable value of the Work performed without profit. RMI may withhold monies otherwise due to Contractor for Completed Deliverables and/or Materials in such amounts as RMI determines necessary to protect RMI against loss due to outstanding liens or claims against the same. The provisions of this Section 11 shall survive the termination of this Agreement.

12. Conflict of Interest. Contractor represents and warrants that it has no business, professional, personal, or other interest, including, but not limited to, the representation of other clients that would conflict with the performance of its obligations under this Agreement. If any such actual or potential conflict of interest arises, Contractor shall immediately inform RMI in writing. If, in the reasonable judgment of RMI, such conflict poses a material conflict with the performance of Contractor's obligations hereunder or some other relationship of RMI, RMI may terminate the Agreement, effective immediately, upon written notice to Contractor.

13. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements relating to the subject matter hereof.

14. Severability. The invalidity in whole or in part of any provision of this Agreement shall not affect the validity of other provisions.

15. Amendments; Waivers. This Agreement may only be modified in writing by the Parties. No waiver by either party of any provision hereof shall be deemed a waiver of any other provision or of any subsequent breach of the same or any other provision. Either party's consent to, or approval of, any act shall not be deemed to render unnecessary the obtaining of such party's consent to or approval of any subsequent act.

16. Notices. All notices and demands of any kind that either party may be required or wish to serve on the other in connection with this Agreement shall be in writing and may be delivered personally or by fax, email, certified mail, or commercial overnight delivery, with constructive receipt deemed to have



occurred one (1) calendar day after the mailing, sending or transmitting of such notice, to the following addresses, fax numbers or emails:

If to RMI:  
Rocky Mountain Institute  
2490 Junction Place, Ste 200  
Boulder, CO 80302  
Attn:  
Phone:  
Email:

If to Contractor:

17. Binding Effect. This Agreement shall bind the parties, their respective heirs, personal representatives, successors and assigns.
18. Choice of Law. This Agreement shall be governed by and interpreted solely in accordance with the laws of the State of Colorado.

IN WITNESS WHEREOF, the Parties have executed this Agreement, effective as of the date written above.

Approved by Controller \_\_\_\_\_

**Rocky Mountain Institute**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Managing Director

**Contractor**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Rocky Mountain Institute**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Chief Financial Officer



## **ATTACHMENT "A"**

### DESCRIPTION OF THE WORK

**Background.**

**Scope.**

**Period of Performance.**

**Tasks.**

Specifically, the consultant will provide the following services under each task:

**Task 1:**

**Task 2:**

**Task 3:**

**Task 4:**

**Task 5:**

## **ATTACHMENT "B"**

### RATE SCHEDULE

**Rates and Expenses**

## **ATTACHMENT "C"**

DISCRIMINATION, HARASSMENT, RETALIATION, AND REPORTING FOR NON-EMPLOYEES



### **Equal Opportunity Statement**

RMI is dedicated to the principles of equal opportunity. We prohibit discrimination on the basis of any legally recognized basis, including but not limited to: age (40 and over), race, color, sex, pregnancy (including lactation, childbirth or related medical conditions), religion, national origin, ancestry, physical or mental disability, genetic information (including testing and characteristics), sexual orientation, gender express/identity, uniformed servicemember status, veteran status, citizenship status or any other status protected by applicable law. This policy applies to all persons involved in our operations, including all employees and non-employees such as clients, vendors, contractors, consultants, etc.

Anyone who believes that he or she has been discriminated against should follow the Procedure for reporting Discrimination, Harassment and Retaliation set forth below.

### **Anti-Harassment Policy**

RMI is committed to a work environment in which all individuals are treated with respect and dignity. As a result, RMI maintains a strict policy prohibiting sexual harassment and harassment based on any legally recognized status, including, but not limited to: age (40 and over), race, color, sex, pregnancy (including lactation, childbirth or related medical conditions), religion, national origin, ancestry, physical or mental disability, genetic information (including testing and characteristics), sexual orientation, gender express/identity, uniformed servicemember status, veteran status, citizenship status or any other status protected by applicable law. Every individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, RMI expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

RMI's anti-harassment policy applies to all persons involved in its operations, regardless of their position, and prohibits harassing conduct by any employee and non-employee of RMI. This policy also prohibits harassment by third parties, such as customers, vendors, clients, visitors, or temporary or seasonal workers. If such harassment occurs in the workplace by someone not employed by RMI, the procedures in this policy should be followed. The workplace includes: actual worksites, any setting in which work-related business is being conducted (whether during or after normal business hours), company-sponsored events, or company owned/controlled property.

#### *Sexual Harassment*

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees and non-employees are expected to conduct themselves in a professional and businesslike manner at all times. Sexual harassment includes various forms of offensive behavior based on sex, including but not limited to:

- Unwelcome sexual advances or propositions (including repeated and unwelcome requests for dates);
- Offers of employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, text messages calendars, notes, letters, or e-mails;
- Verbal conduct: making or using sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, comments about an individual's body or dress, whistling or making suggestive or insulting sounds;



- Verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, tweets or other social media postings;
- Physical conduct: gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, brushing up against another's body, assault or impeding or blocking normal movements; and
- Retaliation for making reports or threatening to report sexual harassment.

#### *Other Types of Harassment*

Harassment on the basis of any legally protected status is also strictly prohibited, including harassment based on: age (40 and over), race, color, sex, pregnancy (including lactation, childbirth or related medical conditions), religion, national origin, ancestry, physical or mental disability, genetic information (including testing and characteristics), sexual orientation, gender express/identity, military uniformed servicemember status, or veteran status, citizenship status or any other status protected by applicable law. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual or group, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's work opportunities.

Prohibited harassment may include behavior similar to the illustrations above pertaining to sexual harassment. It also includes, but is not limited to:

- Verbal conduct including taunting, threats, epithets, slurs, jokes, derogatory comments or stereotyping based on an individual's protected status;
- Visual and/or written conduct including derogatory posters, photographs, calendars, cartoons, drawings, websites, emails, text messages, tweets, blogs, social networking sites, gestures, or other written or visual conduct based on an individual's protected status; and
- Physical conduct including assault, intimidating or hostile acts, or unwanted touching or blocking normal movement because of an individual's protected status.

#### **Procedure for Reporting Discrimination, Harassment and Retaliation**

Individuals who believe they have been subjected to or witnessed discrimination, harassment or retaliation should report it immediately. Non-employee complaints can be made verbally, or in writing, to the People Team, the Chief People Officer, or the EEO/AA Coordinator. Non-employees are not required to report any prohibited conduct to anyone who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in such conduct, or with whom the non-employee is uncomfortable discussing such matters.

Non-employees are encouraged, but not required, to communicate to the offending person that the conduct is offensive and unwelcome.

After a report is received, a thorough and objective investigation will be undertaken. Your complaint will be kept as confidential to the extent practicable and permitted by law. Confidentiality will be maintained to the extent practicable and in accordance with applicable law. The investigation will be completed, and a determination made and communicated as soon as practical.

If RMI determines that a complaint of prohibited harassment, discrimination or retaliation is substantiated or an employee's or non-employee's behavior is in violation of this policy, appropriate action will be taken. If a complaint cannot be substantiated, RMI may take appropriate action to reinforce its commitment to providing a work environment free from harassment, discrimination and retaliation.

The initiation of a good-faith complaint of harassment or retaliation will not be grounds for disciplinary action, even if the allegations cannot be substantiated. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline.

#### **Protection against Retaliation**

Retaliation is prohibited against any person by another non-employee, an employee, or by RMI for using this complaint procedure, reporting proscribed harassment, objecting to such conduct or filing, testifying, assisting or



participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency.

Individuals who believe they have been subjected to retaliation or believe that another individual has been subjected to retaliation, should follow the Procedure for Reporting Discrimination, Harassment and Retaliation set forth above. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation prohibited by this policy is substantiated, appropriate action will be taken. If a complaint cannot be substantiated, RMI may take appropriate action to reinforce its commitment to providing a work environment free from retaliation.

### **Reporting and Anti-Retaliation Policy**

#### *We Encourage A Speak Up Culture*

Choosing to speak up about workplace concerns helps build a healthy, ethical, and compliant company and is part of our culture. To promote that culture, RMI encourages employees and non-employees to speak up and raise questions and concerns promptly about any situation that may violate RMI's policies or procedures. It benefits all of us if we raise our concerns so the Institute may consider them carefully and address them properly.

#### *Raise Good-Faith Questions and Concerns*

Consistent with our commitment to ethics, compliance, and the law, we welcome your good-faith questions and concerns about any conduct you believe may violate our policies and procedures, the law, and best practices, especially conduct that may be illegal, fraudulent, unethical, or retaliatory.

We promote an environment that fosters honest, good-faith communications about matters of conduct related to our business activities, whether that conduct occurs within RMI, involves one of RMI's contractors, suppliers, consultants, or clients, or involves any other party with a business relationship to RMI.

#### *RMI Does Not Tolerate Retaliation*

Coming forward with questions or concerns may sometimes feel like a difficult decision, but we are committed to fostering an environment that does not deter individuals from speaking up when they observe conduct that may violate our policies and procedures, the law, and best practices. For that reason, the Institute will not tolerate retaliation of any kind because an employee or non-employee in good faith raises a question or concern about a violation or suspected violation of our policies and procedures, the laws and regulations under which we do business, best practices or because the employee or non-employee participates in or cooperates with an investigation of such concerns.

Retaliation may occur through conduct or written communication and may take many forms, including actual or implied threats, verbal or nonverbal behaviors, coercion, bullying, intimidation, or deliberate exclusionary behaviors.

It is the Institute's policy to adhere to all applicable laws protecting our employees and non-employees against unlawful retaliation or discrimination as a result of their raising good-faith questions or concerns. If you are ever aware of an instance or threat of retaliation, please immediately report it.

#### *How to Raise Questions and Concerns*

Non-employees can submit their good-faith questions or concerns about conduct they believe may violate policies and procedures, the law, and best practices to:

- the People Team.
- the Chief People Officer; or
- the EEO/AA Coordinator.

When a non-employee raises a concern, the Institute will maintain confidentiality to the fullest extent possible, consistent with applicable legal requirements and the need to conduct an adequate investigation or review.

When raising concerns, we ask that non-employees provide as much detailed information as possible, including the background and history of the concern, names, dates and places where possible, and the reasons why the situation is cause for concern. This is especially important for concerns raised anonymously, so that the Institute may conduct an appropriate review and if necessary, begin an investigation.

#### *What RMI Will Do*



RMI is committed to reviewing all reported concerns, conducting proper, fair and thorough investigations tailored to the circumstances, and taking appropriate remedial and concluding steps as warranted. All action taken by the Institute in response to a concern will necessarily depend on the nature and severity of the concern. This may include initial inquiries and fact-gathering to decide whether an investigation is appropriate and, if so, the form and scope of the investigation. Note that an investigation into concerns raised is not an indication that they have either been confirmed or rejected. The Institute complies with the law in conducting investigations and expects that employees and non-employees will cooperate with an investigation, except when voluntary compliance with an investigation is being requested. The Institute also expects that employees and non-employees will provide truthful information when participating in an investigation.

Remember, all good-faith concerns and reports raised under this policy will be taken seriously.

#### *Adherence to This Policy*

Non-employees who believe that they have been subjected to any conduct that violates this policy may register a complaint using the procedures outlined above. Any non-employee who unlawfully discriminates or retaliates against another employee or non-employee as a result of his or her protected actions as described in this policy may be subject to corrective action.

## ATTACHMENT “D”

### ANTI-BRIBERY, ANTI-CORRUPTION, AND ANTI-FRAUD POLICY

#### Introduction

This Policy provides Rocky Mountain Institute’s position on the avoidance and zero tolerance of bribery, corruption and fraud and sets out the responsibilities of our organization and those who work for and with us in observing and upholding this policy. RMI is committed to maintaining the highest ethical standards and vigorously enforces the integrity of its business practices wherever it operates throughout the world. RMI will not engage in bribery, fraud or corruption. Adherence to the clear guidelines set out in this Policy will ensure that RMI and its employees comply with anti-bribery, anti-corruption and anti-fraud laws and governmental guidance. The Policy reflects RMI’s wish to embed a culture of best practice in anti-bribery, anti-corruption and anti-fraud measures, and enforcement of the Policy will reduce the risk that RMI or any employee will incur any criminal liability or reputational damage. RMI’s staff are expected to use their judgment not just to avoid malpractice but to promote good practice.

#### Scope

This Policy applies to all RMI employees worldwide and to all RMI agents, representatives, suppliers, contractors, and all those with whom a business relationship is established.

#### **1. Definitions**

**Business integrity:** Business integrity involves the application of RMI’s core values. The opposite of integrity is dishonest behavior including corruption that could undermine RMI’s reputation for fair dealing.

**Bribery:** Bribery, in broad terms, is the receiving or offering of undue reward or anything of value and includes payments to secure a business advantage, financial or otherwise, to which the RMI is not entitled. Anything of value can be a bribe, including a gift in kind or some other favor such as an offer of employment to a relative of the person



being bribed. It will involve the giver and the receiver in the improper performance of a personal, RMI or official responsibility.

*Corruption:* Corruption can include graft, bribery, facilitation payments or other forms of improper business practice. It has the same attributes as described under Bribery above. It can be summarized as the misuse of entrusted power or office, whether in the public or private sector, for private gain.

*Fraud:* Fraud includes the use of deception with the intention of obtaining money, property, services or some other advantage, avoiding an obligation, or causing loss to another party. Examples of fraud include but are not limited to falsification or alteration of accounting records, reports or other material information; deliberately failing to disclose information where there is an obligation to do so; unauthorized use or misappropriation of assets or theft; charging for goods or services that have not been delivered; suppression or omission of the effects of transactions from records or recording of transactions without any substance; obtaining or seeking to obtain confidential information through unauthorized means and/or unauthorized purposes; disclosing confidential information without authorization; intentional misapplication of accounting policies or willful misrepresentation of transactions or other information; misapplying corporate or bank funds; and any other dishonest or fraudulent act. Fraud may also involve manipulation of information system applications and data for personal advantage.

*Kickbacks:* Kickbacks arise when suppliers or service providers pay part of their fees to the individuals who give them the contract or some other business advantage. Facilitation payments: Facilitation payments are small bribes to officials with a view to speeding up routine governmental transactions to which the payer is already entitled. Examples include payments to speed up customs clearances and extra fees to officials to secure electricity connections.

## **2. Policy**

### **2.1 Bribes and Kickbacks**

RMI does not take part in acts of corruption or pay bribes or receive kickbacks either directly or indirectly. RMI prohibits its employees from engaging in acts of corruption, and from paying bribes or kickbacks to, or accepting bribes or kickbacks from, public officials and private individuals such as the personnel of companies with which RMI does business.

A typical example of indirect bribery would be a case where a RMI employs a commercial agent to help it win a government contract. The agent is paid by commission based on a percentage of the contract fee, and part of that commission is passed on to a government official. RMI does not tolerate such practices in any form or wherever paid.

It is the responsibility of all employees who are involved at any time in engaging the services of external consultants, suppliers or advisers to ensure that such individuals are made aware of the content of the RMI's Anti-Bribery, Anti-Corruption and Anti-Fraud Policy at the outset of the relationship and on a regular basis thereafter.

### **2.2 Facilitation Payments**

RMI and its employees will not make facilitation payments even if such payments are local practice or custom. RMI accepts that refusal to make illicit payments may lead to commercial delays, for example, in the processing of government papers, and that there may be a commercial cost to RMI attributable to this Policy.



If RMI employees encounter a demand for a facilitation payment, or think they are likely to do so, they should report the situation to the Managing Director leading their program without delay. Project Managers will then ensure that all team members are informed as needed at the earliest possible opportunity.

RMI recognizes that demands for facilitation payments are often backed by a form of extortion and that in exceptional circumstances resistance may not be feasible. An extreme example would be a demand for payment to secure an emergency admission into hospital. In such circumstances, RMI accepts that staff will need to use their best judgment. Staff must report any incident where they feel forced to make a facilitation payment to their Project Manager and/or Managing Director at their earliest opportunity. RMI will stand by employees who find themselves placed in exceptional situations provided that the employee has provided absolute transparency as to the circumstances surrounding a payment shortly after the incident has occurred.

### **2.3 Public Officials**

Bribing or corrupting a public official is a serious offence, can carry severe penalties and can cause significant reputational damage. This Policy provides detailed guidelines on gifts and hospitality. Approval must be secured in advance in relation to gifts or benefits received from or offered to public officials, particularly the giving of anything of value to a public official. Offers of internships to government officials or employees of state-owned enterprises must be approved in advance by RMI's HR Director and General Counsel.

### **2.4 Gifts, Hospitality and Expenses**

RMI employees may not offer to, or accept from, third parties, gifts, hospitality, rewards, benefits or other incentives that could affect either party's impartiality, influence a business decision or lead to the improper performance of an official duty. Similarly, they may not offer or accept cash donations.

RMI employees may offer and accept 'reasonable' and 'proportionate' gifts and entertainment, such as dinner, theatre parties or sporting events. In determining what is 'reasonable' and 'proportionate', employees should consider the value of the gift or benefit (see below), as well as the frequency with which the same or similar gift or benefit is offered. In all cases they must ensure that the gift or benefit:

- is being given as an expression of goodwill and not in expectation of a return favor (a gift designed to secure a return favor could be seen as a bribe).
- is commensurate with generally accepted standards for hospitality taking into account the norms for the industry/professional sector in which it is offered.
- is being provided openly and transparently and is of a nature that will not cause RMI embarrassment if publicly reported.
- complies with local laws and regulations, including the recipient's own rules (bearing in mind that government rules on offering and receiving gifts or benefit are often particularly tight).
- meets the value limits set by RMI and has all required approvals. In cases of uncertainty, employees must seek advice from their line managers.

Employees must seek prior approval from their program's Project Manager (PM) or Managing Director (MD) for all gifts or benefits received or offered with a value of more than \$100 (or equivalent) prior to final acceptance. PMs or MDs may approve the offering or acceptance of gifts or hospitality to a maximum notional value of \$200 or equivalent. PMs and MDs may approve the offering or acceptance of gifts or hospitality up to a maximum notional value of \$500 or equivalent. Any gifts or hospitality with a notional or actual value in excess of \$500 or equivalent but less than \$1,000 or equivalent must be approved by the CEO or General Counsel. All approvals must be given in writing, and records of gifts received, from whom and by whom, must be recorded in an office or function log established for such purpose. If prior approval cannot be realistically obtained before the initial acceptance of a gift or hospitality, the employee must report and seek retrospective approval, or otherwise, at the required level as soon



as possible after initial acceptance. Spouses or partners may be included in an invitation to, for example, a sporting event or dinner, where this does not create or give the appearance of an inducement. The same approval limits apply in the case of joint invitations.

### ***2.5 Personal conflicts of interest***

RMI employees must avoid situations or transactions in which their personal interests could conflict or might be seen to be in conflict with the interests of the RMI. This includes acting on any client information gained through their employment with RMI for personal gain; passing such information to a third party; or acting in any way that could be construed as insider trading.

Conflicts of interest can arise if individuals have a personal interest in business dealings involving RMI. Personal interest can be direct or indirect and refers not only to personal interests but to those of family members and friends. If there is a potential for conflict, the interests of RMI must take priority. Employees must disclose any personal conflict of interest or perceived conflict to their line manager. For RMI conflicts of interest see RMI's Conflicts of Interest Policy.

### ***2.6 Charitable donations***

As part of its corporate citizenship activities, RMI may support local charities or provide sponsorship, for example, to sporting or cultural events. Any such sponsorship must be transparent and properly documented. RMI will only provide donations to organizations that serve a legitimate public purpose, and which are themselves subject to high standards of transparency and accountability. Appropriate due diligence must be conducted on the proposed recipient charity and a full understanding obtained as to its bona fides.

### ***2.7 Political activities***

RMI has a policy of strict political neutrality; it does not make donations to any political parties, organizations, or individuals engaged in politics. RMI will co-operate with governments and other official bodies in the development of policy and legislation that may affect its legitimate business interests, or where it has specialist expertise. Employees are entitled to their own political views and activities, but they may not use RMI premises or equipment to promote those views or associate their views with those of RMI.

### ***2.8 Fraud***

RMI expects its employees and business partners to be honest and fair in their dealings, communications and transactions. Fraudulent activity is strictly prohibited. Employees should act at all times with the highest degree of honesty, integrity, and accountability and in a manner that safeguards, and does not jeopardize, RMI's resources and assets. Employees should report immediately if they suspect corruption or fraud or if they observe any suspicious acts or events. In addition, employees should alert their Project Manager and/or Managing Director where they believe that the opportunity for fraud or corruption exists because of weak procedures or the lack of effective internal controls.

### ***2.9 Business relationships***

RMI expects its business partners to approach issues of bribery, fraud and corruption in a manner that is consistent with the principles set out in this Policy. This requirement applies to agents, subcontractors and joint venture partners. In cases where RMI is unable to ensure these standards, it will reconsider the business relationship.

#### **1. Agents, representatives and sub-contractors**

This Policy applies with particular force to commercial agents, representatives, and subcontractors. In certain reported international corruption cases, agents have passed on part of their commissions as bribes. RMI prohibits such practices.



In order to maintain the highest standards of integrity, employees must ensure that:

- They are fully briefed on the background and reputation for integrity of agents, representatives and subcontractors before hiring them. RMI will conduct due diligence enquiries to review the integrity records of agents, representatives and subcontractors before entering a commercial relationship with them.
- The engagement process is fully documented; and that final approval of the selection of agents, representatives and subcontractors is made by someone other than the person selecting or managing RMI's relationship with them.
- Agents, representatives, and subcontractors are fully briefed on RMI's Anti-Bribery, Anti-Corruption Policy, and Anti-Fraud Policy.
- Fees and commissions agreed will be appropriate and justifiable remuneration for legitimate services rendered. Once agreements have been signed, RMI will continue to monitor its relationships with agents, representatives, and subcontractors to ensure that there are no infringements of its Anti-Bribery, Anti-Corruption Policy and Anti-Fraud Policy. RMI will withdraw from the relationship if agents, representatives, or subcontractors fail to abide by this Policy.

## **2. Accounts and Audits**

RMI requires employees to keep accurate accounts throughout RMI's operations. In no circumstances will any of RMI's programs or subsidiaries keep parallel accounts.

RMI's regular procedures will include a review of the local circumstances that may make particular offices or projects vulnerable to corruption, and the defenses and strategies that are in place to mitigate such risks. In some countries, demands for facilitation payments are a particular hazard. An assessment of the frequency of such demands, and the strategies to counter them, will be a regular part of the review.

## **3. Non-Compliance**

Failure by employees to ensure compliance with this Policy could lead to the following consequences for employees:

- Personal criminal liability followed by fines or imprisonment.
- Disciplinary action initiated by the RMI, including dismissal.
- Personal reputational damage.

## **4. Relevant legislation**

All national laws relating to bribery, corruption and fraud, especially such laws that are in place in jurisdictions where RMI has an office or carries out its work, are of importance to RMI.

## **Synopsis**

RMI and its employees are:

- Prohibited from offering, promising or paying a bribe of any kind.
- Prohibited from soliciting, accepting or receiving a bribe of any kind.
- Prohibited from giving or offering anything of value to a public official.
- Required to comply with RMI's guidelines and authorization levels in relation to the giving and receipt of gifts and hospitality.
- Prohibited from making facilitation payments.
- Required to act with the highest degree of honesty, integrity, accountability and propriety.



- Required to report suspicions of fraud or corruption in addition to concerns that internal controls are insufficient to protect against fraud or corruption; and
- Required to complete due diligence into all agents, representatives, suppliers, contractors, and all those with whom a business relationship is established—and ensure that they are aware of and agree to comply with this policy—in order to enable RMI to perform its work and pursue its mission with integrity.



## ANNEX 2 – RMI CONTRACTOR SERVICES AGREEMENT ACCEPTANCE FORM

**Request for Proposals: Solar & Battery Microgrid Engineering Services, Saint Lucia Microgrids Project**

### AGREEMENT ACCEPTANCE FORM

[COMPANY NAME] a [STATE/JURISDICTION] [COMPANY TYPE] having its principal place of business at [ADDRESS],

- Indicate their acceptance of the Terms and Conditions as stated in Annex 1
- Indicate their non-acceptable of the Terms and Conditions as stated in Annex 1

[Signature(s) to Follow]

[NAME OF LEGAL ENTITY]

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**ANNEX 3 – PRICING SCHEDULE**

*(Assuming three (3) ground mount sites of ~3 acres each; One (1) Solar Carport of 200 kW; and two (2) rooftop of 150 kW each)*

<b>Annex 3 – Proposed Pricing Schedule – SLU Engineering Services</b>					
	<b>Description</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>Expenses / Materials</b>	<b>Price</b>
<b>1</b>	<b>Total Proposed Bid Price</b>				<b>\$0.00</b>
	<b>Microgrid Design / Interconnection Studies</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>Expenses / Materials</b>	<b>Subtotal</b>
2a	<i>Ex. Senior Electrical Engineer</i>				
2b	<i>Ex. Junior Electrical Engineer</i>				
2c	<i>Ex. Admin</i>				
2d	<i>Ex. Travel Costs</i>				
2e	<i>Ex. Software License</i>				
2f					
<b>2</b>	<b>Interconnection Subtotal</b>				<b>\$0.00</b>
	<b>Microgrid / Battery Integration Studies</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>Expenses / Materials</b>	<b>Subtotal</b>
3a					
3b					
3c					
3d					
3e					
3f					
3g					
<b>3</b>	<b>Microgrid / Battery Integration Subtotal</b>				<b>\$0.00</b>
	<b>Geotechnical, Structural &amp; Hydrology Studies</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>Expenses / Materials</b>	<b>Subtotal</b>
4a					
4b					
4c					



4e					
4f					
4g					
<b>4</b>	<b>Geotechnical, Structural &amp; Hydrology Subtotal</b>				<b>\$0.00</b>
	<b>Civil Engineering / Site Plans</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>Expenses / Materials</b>	<b>Subtotal</b>
5a					
5b					
5c					
5d					
5e					
5f					
<b>5</b>	<b>Civil Engineering / Site Plans Subtotal</b>				<b>\$0.00</b>
	<b>Admin / PM / Other</b>				
6a					
6b					
6c					
6d					
6e					
<b>6</b>	<b>Other Subtotal</b>				<b>\$0.00</b>

# RMI Responses to Questions Received

Request for Proposals: Solar & Battery Microgrid Engineering Services, Saint Lucia Microgrids Project  
 Responses Dated February 15, 2022

Question	Answer
Are the 6 locations already chosen or is site evaluation part of the bid?	Site evaluation is part of the support in the bid.
Is it up to the contractor to determine the mounting type (ex: roof vs ground) or will that be provided?	The mounting type will be a joint determination by Govt and RMI based on capacity requirements, roof age, pitch angle, etc.
Are multiple design options requested for each location (ex: fixed tilt vs tracking) or will that be provided?	No tracking in the Caribbean - all designs will be fixed tilt and either roof, ground, or carport.
What is meant by interconnection analysis? Specifically which of the below studies are required:	All of those listed will be required, to the extent they are required with co-location of BESS.
Load flow study	Yes
Contingency analysis	Yes
Short circuit analysis	Yes
Voltage flicker analysis	Yes
Harmonic analysis	Yes
Transient stability study	Yes
Transformer/cables energization and current inrush study	Yes
Arc-flash study	Yes
Grounding study	Yes
Ampacity study	Yes
Can RMI specify the permitting documentation that will need to be prepared?	Permitting is through the Town and Country Planning department, and requires a civil Site Plan and an Interconnection Agreement from LUCELEC.
Will RMI provide an ETAP model for grid interconnection analysis?	Yes, RMI will provide an ETAP model of the existing system.
Is using HOMER for analysis required? Or can another commercial software package be used?	HOMER is not required; bidders may proposed an alternative.
Is there a specific number of HOMER (or other) analyses or models which should be produced for each grid?	One HOMER (or other microgrid software) model for each of the six locations along with an Interconnection Analysis of each grid tied POI on the St Lucia Distribution System.
The Microgrid Engineering Design task mentions that the Contractor shall carry out "Modeling for the electrical loads at the proposed point of interconnection." Will this load data be provided by RMI, the local utility, or must It be gathered under this scope?	The data will be gathered by RMI from the utility, LUCELEC.

<p>Please provide more detail on the requirement to "consult with energy storage firms for technical assistance for the battery integration analysis" - does RMI or the Grantee have a preferred BESS technology partner? And to what extent should the modeling consider technical inputs from energy storage firms?</p>	<p>Modeling will consider technical inputs from Tesla, Fluence, and potentially ABB BESS applications. We will be looking for best value over the project duration and the best set of capabilities for each microgrid for both grid services and islanding / firming for the critical facility when segmented / islanded from LUCELEC.</p>
<p>Have the groundmount or rooftmount sites been chosen where the projects are to be developed, or is narrowing a broader list to the ideal sites part of the scope of work?</p>	<p>We will be narrowing a broad list for the best six sites as part of the scope.</p>
<p>Does "local registered engineer" mean in St. Lucia only? Can it be a CARICOM or CARILEC registered engineer?</p>	<p>Civil and Geotech studies must be done by St Lucian firms, given funding requirement (Electrical studies can be from anywhere).</p>