



Approved Vendor Registration Training Webinar

Nov 1st, 2018

Audio also available via telephone:

US: +1 646 558 8665 or +1 669 900 6833

Meeting ID: 286 901 7006

Agenda

- **Overview of Stakeholder Process**
- **Online portal overview**
- **Sample Approved Vendor Application**
- **Question and Answer (Chat feature only)**

Stakeholder Process

- Stakeholder process:
 1. Draft Approved Vendor requirements released Oct 3, 2018
 2. Stakeholder meeting and webinar held on Oct 10, 2018
 3. Stakeholder comments due on Oct 19, 2018
 4. Final Approved Vendor registration requirements posted on 10/31/2018
- Full list of all Approved Vendor requirements and the Program Administrator's evaluation criteria can be found on the Illinois ABP website
- Approved Vendor registration opened 11/1/2018 at 8 AM CT
- Highlights of changes from draft requirements
 1. Only representative marketing material for each channel needs to be uploaded with initial application
 2. Company financials are only required if requested by the Program Administrator
 3. Clarification of associated entities for disclosure purposes

Online Portal Overview

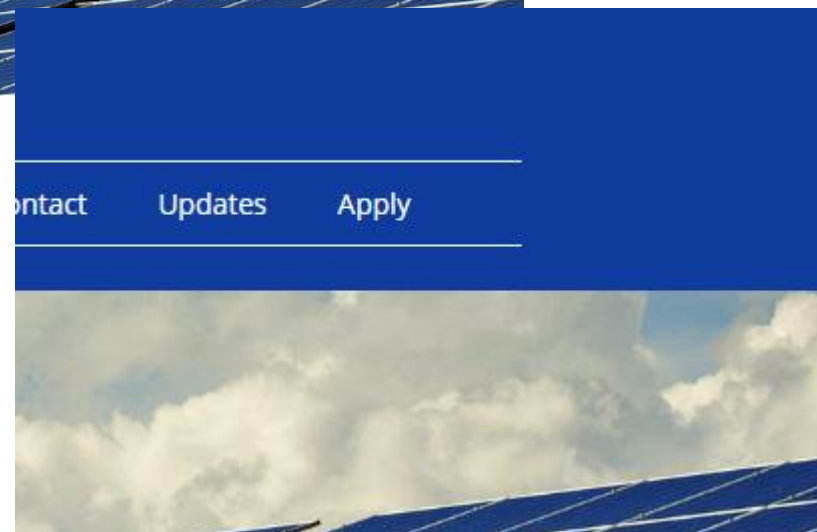
- All applications must be submitted online at www.illinoisabp.com
- Applications accepted on a rolling basis
- One email address per login
- You can register multiple Approved Vendors under one login
- Application is seven steps- you can save after Step 1 and come back at any time

Create an Account

- Create an account at www.illinoisabp.com



- Click apply to be taken to the account creation screen



Create an Account

- Create an account at www.illinoisabp.com

User Registration

Your Login	Your Information	Your Address	Create account!
Email <small>REQUIRED</small>	First Name <small>REQUIRED</small>	Company Name	<input type="button" value="Create Account"/> <input type="button" value="Cancel"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Password <small>REQUIRED</small>	Last Name <small>REQUIRED</small>	Street <small>REQUIRED</small>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Confirm Password <small>REQUIRED</small>		Apartment or Suite	
<input type="text"/>		<input type="text"/>	
		City <small>REQUIRED</small>	
		<input type="text"/>	
		State <small>REQUIRED</small>	
		-- Select One --	
		Zip Code <small>REQUIRED</small>	
		<input type="text"/>	
		Phone <small>REQUIRED</small>	
		<input type="text"/>	
		<small>Enter 123-123-1234 with no extensions allowed</small>	

- Click the link in the email you receive to activate your account
- Login to the Illinois ABP website

Account Log in

Email

Password

Vendor Dashboard

- Manage all Approved Vendor applications on your Approved Vendor Dashboard



INFORMATION VENDORS **VENDOR ADMIN** IPA MARKETING

Welcome Lauren

Your Vendor Dashboard

1

Become an Approved Vendor

[View Vendor Application](#)

IN PROGRESS: 1, SUBMITTED: 0, APPROVED: 0

- Create a new Approved Vendor application or continue an existing application

Your Vendor Applications

Your current vendor application status: Application Not Started

To begin an application to become an approved vendor, apply here:

[Begin Approved Vendor Application](#)

Approved Vendor Application

Step 1: Vendor Contact Information

Vendor Contact Information

[Use my contact information >](#)

Legal Business Entity Name REQUIRED

Doing Business As ("DBA") Name

Principal Place of Business

Street REQUIRED

Apartment or Suite

City REQUIRED

State REQUIRED

-- Select One --

Zip REQUIRED

Enter five digit zip code (12345) or five digit code with four digit extension (12345-6789)

Company Phone REQUIRED

Primary Point of Contact Responsible for the Company's Day to Day Interaction with the Program

Name REQUIRED

Phone REQUIRED

Enter 123-123-1234 with no extensions allowed

Email REQUIRED

[Save and Continue](#)

- Once Step 1 is saved you may exit and return to the application at any time

Vendor Contact Information

Completed

[Revisit](#)

Approved Vendor Application

Step 2: Company Background

Company Background

In Progress

Ownership structure, including any affiliated businesses either owned or partially owned by the proposed Approved Vendor or who have ownership of all or part of the Approved Vendor **REQUIRED**

If you need more space, please use the Optional Upload field to upload more information in the Document Uploads section

Employer Identification Number (EIN) **REQUIRED**

Business Type **REQUIRED**

A listing of shareholders, owners, partners or proprietors with ownership interests in excess of 5% and the amount of their respective ownership interests **REQUIRED**

If you need more space, please use the Optional Upload field to upload more information in the Document Uploads section

Business Entity Home State of Registration **REQUIRED**

Other states where entity is registered to do business

Business entity date of organization/incorporation in home state **REQUIRED**

Do you exist as a legal entity? **REQUIRED**

Is the Proposed Approved Vendor authorized to do business in Illinois? **REQUIRED**

Is the company engaged in installing distributed generation projects in Illinois? **REQUIRED**

Company Website (Parent company website if special purpose entity) **REQUIRED**

Save and Continue

Approved Vendor Application

Step 3: Vendor Classification and Project Types

Vendor Contact Information

Completed

[Revisit](#)

Company Background

Completed

[Revisit](#)

Vendor Classification and Project Types

Completed

Will this applicant act as an Approved Vendor for one or more community solar projects? **REQUIRED**

-- specify one --

Is this an application for a Single Project Approved Vendor? **REQUIRED**

-- specify one --

Is the Proposed Approved Vendor an affiliate (as defined in [Section 7.3.1 of the Long-Term Renewable Resources Procurement Plan](#)) of any other Approved Vendor or current or intended Approved Vendor applicant? **REQUIRED**

-- specify one --

Are you a minority-owned and female-owned business enterprises as specified in Section 1-75(c)(7) of the Act or a small business as defined in the Small Business Advisory Act (20 ILCS 692/5) who would like to be eligible for an initial batch size of 50 kW? **REQUIRED**

-- specify one --

Small business means any for profit entity, independently owned and operated, that grosses less than \$4,000,000 per year or that has 50 or fewer full-time employees. For the purposes of this Act, a "small business" has its principal office in Illinois.

[Save and Continue](#)

Is this an application for a Single Project Approved Vendor? **REQUIRED**

yes

Project Location **REQUIRED**

Project Type **REQUIRED**

-- specify one --

Project Size (MW) **REQUIRED**

Approved Vendor Application

Step 4: Legal and Regulatory Information

- Series of ten questions 'yes or no' questions
- If 'yes' is selected for any question, additional boxes will pop-up asking for specific information about the relevant issue

Legal and Regulatory Information

In Progress

A yes answer to any Legal and Regulatory questions will not automatically disqualify a firm from Approved Vendor status. Information provided will be considered in conjunction with all other information in the application to determine an Approved Vendor's eligibility.

Within the past five (5) years, has the business, any affiliates of the business engaged in operations in the U.S. related to energy, or any current or former owner (not including public shareholders), partner, director, officer, principal, or any person in a position involved in the administration of functions or formerly having the authority to sign, execute or approve contracts for the business:

- Been sanctioned or proposed for sanction relative to any business or professional practice?
- Been under suspension, debarment, voluntary exclusion or determined ineligible under federal, state or state statutes?
- Been proposed for suspension or debarment?
- Been the subject of an investigation, whether open or closed, by any government entity for a criminal violation for any business-related conduct?
- Been charged with a misdemeanor or felony, indicted, granted immunity, convicted or subject to a judgment or a plea bargain for:
 - i. Misappropriation of funds or property;
 - ii. A criminal act that reflects adversely on the individual's honesty;
 - iii. Actual loss to the company or other person; or
 - iv. Dishonesty, fraud, deceit, or misrepresentation.

Note: The above does not include minor misdemeanors like speeding or parking tickets and does not include actions taken by former employees after leaving the employ of your company.
- Been suspended, cancelled, terminated or found non-responsible on any contract, or called upon to complete an awarded contract?

REQUIRED

-- specify one --

REQUIRED

yes, at least one applies

Explanation of Issue(s) REQUIRED

Relevant Dates REQUIRED

Entity Involved REQUIRED

Remedial or Corrective Action(s) Taken REQUIRED

Current Status of Issue(s) REQUIRED

If you need more space, please use the Optional Upload found in the Document Uploads section

Approved Vendor Application

Step 5: Document Uploads

Document Uploads

In Progress

The following filetypes are allowed: pdf, jpeg, jpg, png, gif

Printout of either PJM-GATS or M-RETS aggregator account ownership confirmation **REQUIRED**

No file chosen

Illinois Secretary of State Statement of Good Standing Dated within the Past 12 Months **REQUIRED**

[View Sample](#)

No file chosen

Optional Uploads

Optional Additional Documents

No file chosen

Optional Additional Documents

No file chosen

Optional Additional Documents

No file chosen

Optional Additional Documents

No file chosen

Distributed Generation Installer Certification from the Illinois Corporation Commission **REQUIRED**

No file chosen

BEP or Small Business Certification **REQUIRED**

No file chosen

For Small Business Certification, please upload a document attesting that your business meets the requirements of a Small Business: A for-profit entity, independently owned and operated, that grosses less than \$4,000,000 per year or that has 50 or fewer full-time employees, and has its principal office in Illinois.

Approved Vendor Application

Step 5: Marketing Uploads

Marketing Uploads

A representative sample related to solar installed under the Adjustable Block Program for each channel of marketing the company is engaged in, as part of the initial Approved Vendor application (for example, but not meant to be an exhaustive list: print, website, direct mail, direct email, web ads, social media, radio, telemarketing, billboards). If no marketing material is used, please upload a document on company letterhead stating that no marketing material is used with a brief explanation of customer acquisition methods absent the use of marketing.

Marketing Upload 1 REQUIRED

No file chosen

Marketing Upload 2

No file chosen

Marketing Upload 3

No file chosen

Marketing Upload 4

No file chosen

Marketing Upload 5

No file chosen

Approved Vendor Application

Step 6: Additional Questions Not Used for Qualification

Additional Questions Not Used for Qualification In Progress

Additional Questions Not Used for Qualification

Utility service territory(ies) in which you seek to operate (select all that apply) REQUIRED

Ameren Illinois ▲

ComEd

MidAmerican

Municipal Utility ▼

Type of Approved Vendor (select all that apply) REQUIRED

Community Solar Project Developer ▲

SREC Broker/Aggregator

Non-Profit

Other ▼

Do you intend to participate in the Solar for All program? REQUIRED

-- specify one -- ▼

Do you consent to contact by solar job training programs in Illinois? REQUIRED

-- specify one -- ▼

Do you have corporate hiring policies in place which do not allow for the hiring of individuals who have been convicted of a crime? REQUIRED

-- specify one -- ▼

Do you want to be listed on the public Approved Venders list on the illinoisabp.com website? REQUIRED

-- specify one -- ▼

Approved Vendor Application

Step 7: Attestation

Attestation

I declare that:

- a. I am the partner of the Proposed Approved Vendor.
- b. The information provided on this form is true and correct to the best of my knowledge.
- c. I agree to participate in registration and any initial or recurrent required training.
- d. I agree to abide by the ongoing Program terms and conditions.
- e. I agree to maintain registration to do business in Illinois.
- f. I agree to provide updated information to the Administrator on any complaints, lawsuits, legal or regulatory action, bankruptcy, or any other adverse changes in business condition when it becomes available.
- g. I agree to provide samples of marketing materials or content used by our company, or our subcontractors/installers and affiliates, to the Program Administrator for review upon initial qualification as an Approved Vendor. In addition, I will provide copies of any marketing material related to financing, or installation of solar photovoltaic systems that will apply to participate in the Adjustable Block Program, or related to the Adjustable Block Program itself, whenever requested by the Program Administrator. I furthermore agree to make changes to marketing materials requested by the Program Administrator in their efforts to ensure that such materials are not deceptive or misleading, and to further ensure that such materials do not feature misrepresentation of my relationship to the Illinois Power Agency or the Adjustable Block Program.
- h. I agree to comply with all consumer protection guidelines published by the Program Administrator. I acknowledge that a failure to do so may jeopardize my ability to serve as an Approved Vendor in the program.
- i. I agree to provide and maintain credit and collateral requirements pursuant to Section 6 of the Long-Term Renewable Resources Procurement Plan.
- j. I agree to complete annual reports by the report deadline, disclosing names and other information about my installers and projects, and documenting that all installers and other subcontractors comply with applicable local, state, and federal laws and regulations including ICC registration as Distribution Generation Installers, providing current status of unfinished projects and credits generated and delivered by completed projects, and any other annual report requirements as determined by the Program Administrator.

In Progress

k. I will comply with all community solar subscriber reporting requirements including providing updated and accurate subscriber data.

l. As required by Section 1-75(c)(1)(7) of the Illinois Power Agency Act (20 ILCS 3855), I agree that any photovoltaic projects submitted for program approval were or will be installed by a qualified person in compliance with Section 16-128A of the Public Utilities Act (220 ILCS 5) and any rules or regulations adopted thereunder, including Title 83, Section 468.20 of the Illinois Administrative Code.

m. I agree to provide company financial statements and/or project references upon request of the Program Administrator.

n. I will comply with all other Program rules and Administrator requests.

o. If any requirements are implemented by the Illinois Power Agency or Program Administrator that I am unable to comply with, I agree to immediately request to withdraw my qualification to act as an Approved Vendor for any projects not already under contract with the utilities and cease all new Approved Vendor activities.

I attest that the statements above are true and correct.

Electronic Signature REQUIRED

Submit Application

Vendor Dashboard

- View status of applications on dashboard
- Manage multiple applications in the dropdown list

Lauren's solar co (Vendor ID 45) - Submitted ▼

New Approved Vendor Application

Your current vendor application status for Lauren's solar co (Vendor ID 45): Submitted

Your application was submitted on Oct 29, 2018. IPA Adjustable Block Program administration staff are currently reviewing your vendor application and will reach out to you if any further information is needed.

View Application Summary

- Emails will be sent to the account holder once an application has been reviewed and verified or if additional information is needed
- Applications cannot be edited once submitted. If you need to make any changes to the application please contact the Program Administrator directly
- You may now submit additional Approved Vendor applications if applicable

Question and Answer

Please submit questions via the chat feature

*Questions may also be submitted to the Program
Administrator*

Email: admin@illinoisabp.com

Phone: 877-783-1820