

**ADDENDUM TO
REQUEST FOR PROPOSALS
COMPLIANCE SERVICES**

POSTED DATE: DECEMBER 5, 2024

ADDENDUM NO. 02

Proposal Due Date: Monday January 20, 2025, at 05:00 PM ET

To All Potential Proposers:

The purpose of this Request for Proposals (**RFP**) is to contract for compliance services for Inclusive Prosperity Capital, Inc. (**IPC**), a non-profit organized as a Connecticut nonstock corporation and recipient of a \$249.3 million grant from the U.S. Environmental Protection Agency's (**EPA**) Greenhouse Gas Reduction Fund's Solar for All (**SFA**) program.

This Addendum to RFP Documents (the **Addendum**) modifies the RFP only to the extent indicated herein. Except as specifically set forth in this Addendum, all other terms set forth in the RFP remain unchanged and in full force and effect. This Addendum is hereby incorporated into and made an integral part of the RFP, and Respondents shall incorporate this Addendum into the Proposals as if it were issued in the original RFP. Per the RFP, the Respondents must acknowledge receipt of any and all Addenda, listing each Addendum by number (s) and date (s) in their Proposals on Form 3: Acknowledgement of Addenda. All capitalized terms used herein without definition shall have the terms given to them in the RFP.

Questions and Answers:

1. Given the upcoming holidays and the extensive scope of the RFP, would Inclusive Prosperity Capital be amenable to a two-week extension to the response deadline?
 - a. The Proposal Deadline has been extended to Monday January 20, 2025, at 05:00 PM ET. See Addendum No. 1 issued December 13, 2024.
2. Based on the scope of this RFP, can you confirm that the selected respondent will be responsible for the overall administration of the Solar for All Program, with Inclusive Prosperity Capital operating in an oversight role?
 - a. The selected respondent will be responsible for all compliance activities, with Inclusive Prosperity Capital's Compliance Manager and other Inclusive Prosperity Capital personnel in a support and oversight role.
3. Regarding sections 3.4.7 and 3.4.8, do you anticipate that this contractor will be the principal grant manager and primary point of contact for all subrecipients across the various applicable jurisdictions? For instance, do these two deliverables encompass scope items 3.2.2 - 3.2.11, etc.?
 - a. No, the selected respondent will be responsible for all compliance activities, with IPC's Compliance Manager and other IPC personnel in a support and oversight role.

4. Could you please confirm the scope is limited to procurement and subrecipient administration/monitoring, or broader compliance requirements outlined in 2 CFR 200 and award specific compliance and reporting requirements (i.e., financial management, property and equipment, etc.)?
 - a. The scope is related to all compliance activities outlined in the EPA's Greenhouse Gas Reduction Fund's SFA program Notice of Funding Opportunity, EPA general terms and conditions, and award terms and conditions.
5. Could you please confirm the "Subrecipient and Contractor Support, Monitoring, and Compliance" activities are anticipated to [be] needed throughout the life of the program (i.e., 5 years)? Will these activities be fully outsourced, or co-sourced with IPC personnel?
 - a. The compliance activities will be needed throughout the life of the program. The selected respondent will be responsible for all compliance activities, with IPC's Compliance Manager in a support and oversight role.
6. Could you please confirm the number of subrecipients, including identifying those who are subject to DBRA and BABA and nature of the support they are providing to the program?
 - a. IPC's program has 10 named unaffiliated Subrecipients and 3 affiliated Subrecipients. IPC along with 2 of its affiliated entities and up to 5 additional Subrecipients with issue financial assistance that may be subject to DBRA and BABA. A list of named subrecipients is available on [IPC's Website](#).
7. Could you please confirm there are no page limitations to the proposal? If there are, are respondents able to include appendices for reference?
 - a. There are no page limits.
8. Could you please provide a list of policies, procedures, and templates already developed, drafted, or in the process of being drafted for the applicable in scope areas?
 - a. IPC has policies and procedures designed to comply generally with federal law. It will be the responsibility of the Respondent to review and amend or create additional policies, procedures, and templates for program compliance.
9. How many payments are anticipated? What payment methods are currently being accepted? What is the anticipated timeline to make payments? What frequency of payments does IPC anticipate? (weekly, monthly)
 - a. IPC anticipates issuing monthly payments to vendor subrecipients providing technical assistance, and both monthly and ad-hoc (project based) payments to subrecipients providing financial assistance.
10. Is IPC currently using a consultant for compliance or grant related services? If so, are they eligible for this RFP?
 - a. No, IPC does not have a current consultant for grant-related compliance services.

11. How many vendors does IPC expect it will select?
 - a. IPC plans to select a single vendor (compliance firm) for the project. We acknowledge that the vendor may subcontract work and encourage them to collaborate with DBE firms to adhere to the EPA's good faith effort requirements. to the EPA's good faith effort requirements.
12. Does IPC use a Grant Management software platform, and if so, can you share which system is currently in place?
 - a. Not at this time. Currently, we are using internal resources, we anticipate that the selected compliance firm will assist in review and selection of grants management software/resources or provide such resources through its proprietary or contracted resources.
13. What is the approximate number of solicitations for which the procurement activities of Section 3.1 are anticipated?
 - a. We expect to issue one Technical Assistance (TA) RFP and one or more continuous RFPs for Financial Assistance (FA) throughout the program's duration, utilizing a replicable procurement process. Additional limited procurements for contractual services may be needed throughout the life of the program.
14. What is the approximate number of contracts resulting from the solicitations of Section 3.1 that will need the support services under Section 3.2 and 3.3?
 - a. We anticipate that there will be more than 100 FA agreements executed throughout the life of the program.
15. Are there existing IT systems with which the grant monitoring systems will need to integrate?
 - a. IPC uses Salesforce and Netsuite, Fundingio, and an Azure data warehouse.
16. Please provide the SFA workplan which outlines the compliance obligations that Inclusive Prosperity Capital (IPC) must adhere to as mentioned in Section 3.0 Scope of Work/Services.
 - a. Please refer to EPA Solar For All NOFO, grant guidance and terms and conditions for the specific program compliance requirements.
17. General – Does IPC have a budget for the requested Solar for All program compliance services that can be shared with vendors?
 - a. IPC does not have a budget to share at this time.
18. General – Can IPC provide its planned timeline for the project, including planned project start date?
 - a. IPC will launch the program in early 2025, with an anticipated 5 years to complete activities, with compliance activities extending into the 6th year.
19. General – Will services be delivered virtually, on-site or a combination? If services are to be delivered on-site, where is the place of performance?
 - a. Most services will be delivered virtually. A limited number of site visits may be required.
20. Section 2.0 Proposal Guidelines. Paragraph 3 – "All costs included in the Proposal must be itemized to include an explanation of all fees and expenses, including costs related to

any outsourced or contracted work.” Is travel anticipated? If so, can IPC provide estimates for how often and to what locations to assist with travel cost estimation?

- a. IPC anticipates 6-12 site visits per year. This number could change as the program evolves. Please use GSA rate estimates for travel to 46 states, Washington DC, and Puerto Rico.
21. Page 11, Section 1 – Firm Background, Experience, Team & References, #2 states “Indicate any other persons that will be assigned to this project.” – Can IPC confirm they would like all persons assigned to the project or can vendors include key personnel? Based on the scope, all personnel could be an extensive listing.
 - a. Please include all key personnel for the project.
 22. In light of the EPA issuing their waivers for Buy America, Build America (BABA) this week for public comment, does this in any way alter the proposed Scope of Services related to the current RFP with regard to BABA compliance?
 - a. Not at this time.
 23. We understand from the IPC application to the EPA that IPC intends to work on projects on the island of Puerto Rico. What level of coordination is anticipated with the government of Puerto Rico and the state agency (Puerto Rico Office of Management and Budget / Oficina de Gerencia y Presupuesto de Puerto Rico) administering the statewide Solar for All program? Additionally, are there any specific skills or capabilities responding firms should highlight with regard to Puerto Rico?
 - a. Coordination is limited to any required grant compliance activities, not programmatic. Firms responding to this opportunity should highlight any experience with regulatory compliance in Puerto Rico, including familiarity with local regulatory bodies and reporting requirements. Additionally, experience in ensuring compliance with federal and local funding requirements, as well as any specific regulatory frameworks related to renewable energy programs, will be highly relevant. Spanish skills may be helpful across several geographies but is not required.
 24. What is the timeline for completing the tasks, and are there any critical deadlines for specific tasks/deliverables?
 - a. We aim to complete the initial implementation of program compliance for IPC within 90 days and begin implementing additional subrecipient compliance activities as quickly as possible thereafter.
 25. What level of collaboration is expected between the compliance firm and IPC staff, subrecipients, and contractors?
 - a. The level of collaboration between a compliance firm, IPC staff, subrecipients, and contractors varies based on roles and responsibilities. The compliance firm will work closely with IPC staff to understand compliance needs, develop templates and solutions, and ensure adherence to regulatory standards, while regularly exchanging information and providing training. For subrecipients, the firm conducts audits, reviews financials, and provides guidance to ensure compliance, offering feedback and support where necessary. With contractors,

the firm consults on procurement and contract management, reviews documentation, and ensures adherence to regulations. Across all parties, open communication, regular document sharing, and a collaborative approach to problem-solving are essential for meeting compliance standards and addressing any issues that arise.

26. Are there current or past compliance challenges or audit findings that the compliance firm should address or prioritize?
 - a. No
27. For tasks requiring training (e.g., 3.1.1 Staff Procurement Training, 3.3.1 & 3.3.5 subrecipients and contractors training), what is the preferred format for training (e.g., in-person work sessions, virtual, or self-paced materials), and what is the anticipated frequency or schedule?
 - a. Virtual or self-paced, depending on the topic and confirmation by IPC. In-person training will not be required.
28. Is IPC expecting to enter into agreements with each jurisdiction (i.e., at the state/territory level), or with multiple vendors/subrecipients within each jurisdiction?
 - a. Procurements may be at a variety of levels (national, subnational, and local) depending on the nature of the contract.
29. Can you provide any EPA provided reporting templates?
 - a. All available templates are on the EPA SFA website.
<https://www.epa.gov/greenhouse-gas-reduction-fund/solar-all>
30. Can IPC please specify, or provide an example, of the level of support the awarded firm will be expected to deliver in helping with 'any and all audit findings' throughout the project? For example, will the awarded firm be responsible for working with subrecipients to implement and respond to audit requests from third parties, such as from the EPA, including gathering necessary documentation, or would that responsibility solely fall on subrecipients and contractors?
 - a. The compliance firm will be expected to be responsible for audit findings and third-party requests related to IPC and support audit requests from third parties with respect to subrecipients throughout the life of the grant. The level of responsibility for such requests may vary depending on the size and sophistication of the subrecipient.

*****All other items remain the same*****

END OF ADDENDUM NO. 2