

# Solar Co-op RFP response - RFP360 HELP

## PLEASE READ IN FULL

**Thank you for bidding on this co-op!** To submit a bid, please go to the link <https://my.rfp360.com/public/rfp/e3bf6d93-d231-4690-ad0d-5568b6e834f2>

If you already have an account on RFP360, use that to access the RFP response portal. If not, you'll need to create an account before submitting your bid. **NOTE:** If you plan to respond to more than one SUN RFP announcement, *this software will let you save and re-use your responses for easier preparation and submission next time!*

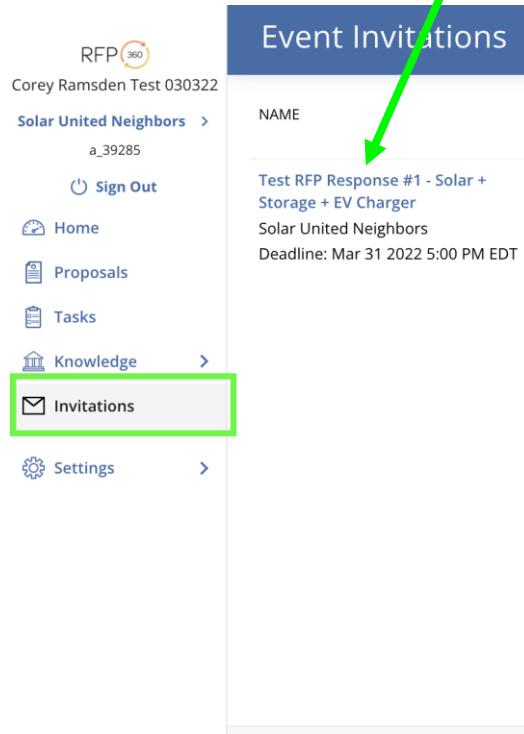
- See page 2 for some tips on using the RFP360 portal along with help articles from RFP360
- For any other questions or help with RFP360 software, please reach out to their support team at [help@RFPIO.com](mailto:help@RFPIO.com)
- For any questions about the RFP itself, please contact SUN using the information provided in the published RFP announcement.

Thank you,

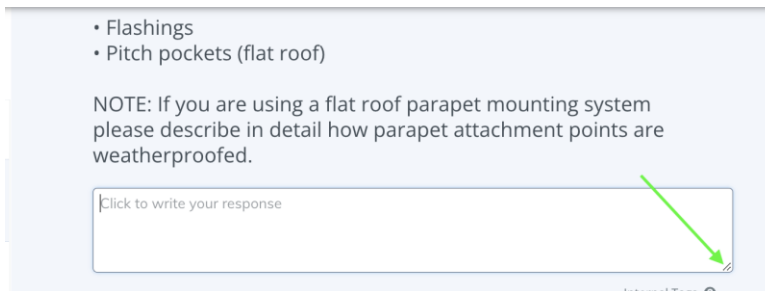
Solar United Neighbors

## Helpful Tips:

1. Click here (green box) on the left side menu after login to access the RFP and start submitting your bid and then click on the name of the RFP to which you want to respond.



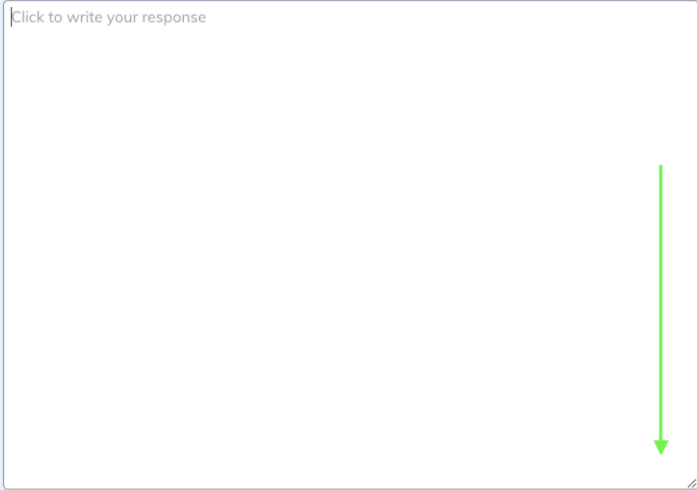
2. If you need more room to write your response, you can expand the response window for questions by clicking the bottom right corner and dragging down:



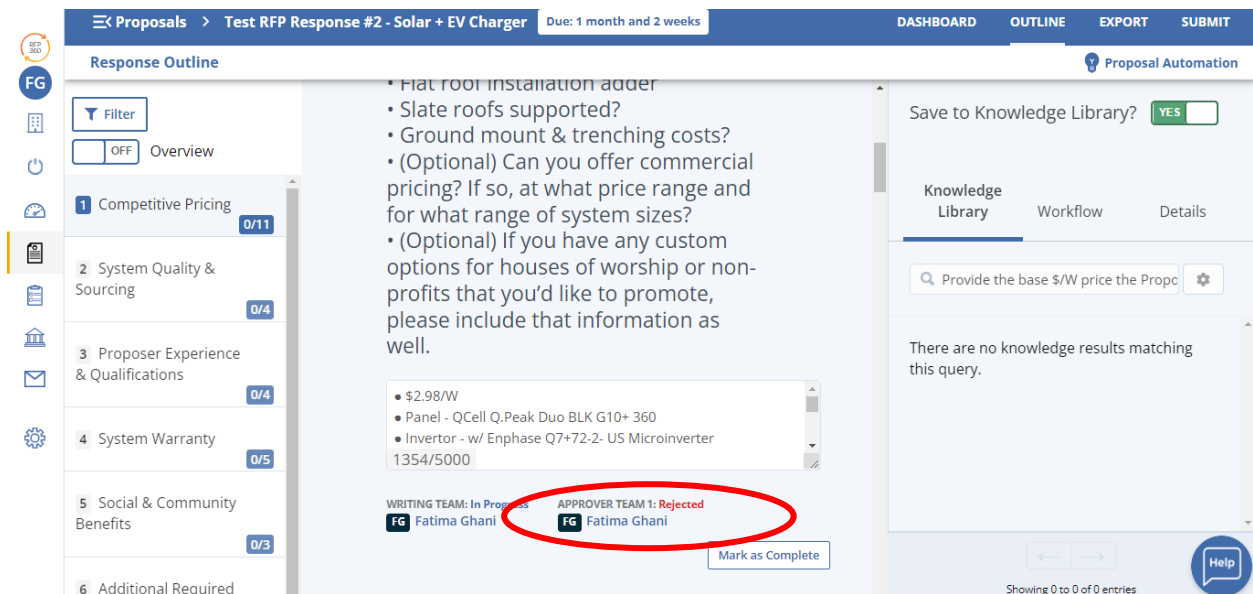
- Flashings
- Pitch pockets (flat roof)

NOTE: If you are using a flat roof parapet mounting system please describe in detail how parapet attachment points are weatherproofed.

Click to write your response



3. If you mark a response that you've written as "Complete" and wish to edit it again before submission, you need to "reject" the question so it goes back into editing mode.



Proposals > Test RFP Response #2 - Solar + EV Charger Due: 1 month and 2 weeks DASHBOARD OUTLINE EXPORT SUBMIT

Response Outline Proposal Automation

- 1 Competitive Pricing 0/11
- 2 System Quality & Sourcing 0/4
- 3 Proposer Experience & Qualifications 0/4
- 4 System Warranty 0/5
- 5 Social & Community Benefits 0/3
- 6 Additional Required

- Flat roof installation added
- Slate roofs supported?
- Ground mount & trenching costs?
- (Optional) Can you offer commercial pricing? If so, at what price range and for what range of system sizes?
- (Optional) If you have any custom options for houses of worship or non-profits that you'd like to promote, please include that information as well.

- \$2.98/W
- Panel - QCell Q.Peach Duo BLK G10+ 360
- Invertor - w/ Enphase Q7+72-2- US Microinverter 1354/5000

WRITING TEAM: In Progress  
FG Fatima Ghani

APPROVER TEAM 1: Rejected  
FG Fatima Ghani

Mark as Complete

Save to Knowledge Library? YES

Knowledge Library Workflow Details

Provide the base \$/W price the Propoc

There are no knowledge results matching this query.

Showing 0 to 0 of 0 entries

4. There is a “Save to Knowledge Library?” option on the righthand side of the screen. The green button is set to automatically save your responses into the library on your account in case you want to use them for future Solar United Neighbor RFPs. **You don’t need to do anything with this option to submit your bid.**

Response Outline

Save to Knowledge Library? YES

Knowledge Library Workflow Details

Provide the base \$/W price the Propc

There are no knowledge results matching this query.

Showing 0 to 0 of 0 entries

Mark as Complete

WRITING TEAM: In Progress APPROVER TEAM 1: Rejected  
FG Fatima Ghani FG Fatima Ghani

Due: 1 month and 2 weeks

DASHBOARD OUTLINE EXPORT SUBMIT

5. When you are finished answering all the questions, click the “submit” option in the upper right-hand corner to send your RFP response to us.

Response Outline

Save to Knowledge Library? YES

Knowledge Library Workflow Details

Provide the base \$/W price the Propc

1. Competitive Pricing

1. Provide the base \$/W price the Proposer will offer to all solar co-op members. Please note if there is a minimum system size. Optional 3

NOTE: Our co-ops also sometimes attract a few small commercial members. Providing separate commercial pricing

Due: 3 weeks and 6 days

DASHBOARD OUTLINE EXPORT SUBMIT

## Help articles:

- **Can't respond to bid?** Confirm you have moved beyond the "preview" screen. You will need to complete the registration/sign on process before you can begin to respond, ask questions, etc.
  - [Help Article: I was invited to participate. Now what?](#)
- **Questions re: the bid?** Use the system to submit questions (via 'Messages' located in the top right corner of the blue bar).
  - [Help Article: How do I send a message to the RFP owner?](#)
- **Due Date?** Submit your response via the system no later than the due date specified in the published RFP announcement.
  - [Help Article: What do I need to do as an Invited Responder?](#)
- **Need to change Point of Contact or add teammates to bid?**
  - [Help Article: How do I assign tasks to my team?](#)