REQUEST FOR PROPOSALS
Issued: November 2, 2026
Proposals Due: December 4, 2026

RFP Overview

This Request for Proposals ("RFP") is issued by Civic Works, Inc. For purposes of this document, the party to whom this RFP is addressed shall be referred to as "Applicant" and any materials submitted in response to this RFP shall be referred to as a "Proposal."

The purpose of this RFP is to solicit Proposals from firms interested in being selected as one or more approved Residential Solar Installation Companies in partnership with Civic Works (each, an "Approved Installer"). The Approved Installers will provide solar photovoltaic (PV) systems to leads generated by Civic Works' Energy Programs.

The contents of this RFP include: 1) this RFP Overview Document and 2) the RFP Application, containing the questions in the **RFP Submission Form** to be filled out by the Applicant.

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The **RFP Submission Form** requires the Applicant to provide specific information regarding its business and qualifications. The RFP Submission Form shall be submitted on or before December 4, 2026

1. ORGANIZATIONAL AND PROGRAM BACKGROUND

Founded in 1993, Civic Works' mission is to strengthen Baltimore's communities through education, skills development, and community service. Civic Works' Energy Programs is growing the market for clean energy services and ensuring that the resulting job growth benefits

underserved residents. The program has been recognized as a national leader in the energy efficiency industry and has successfully expanded its model into the solar industry.

Since 2011, Civic Works' Energy Programs pioneered our business partnership model in the residential energy efficiency sector, generating over 2900 leads for home performance contractors. In 2017, Energy Programs expanded their model into the residential solar market, and now currently generate more than $2.1 million in new revenue annually for partner companies in both focus sectors across all programs.

The Solar Group Buy Program educates consumers and makes the installation of PV systems more accessible and affordable. The program is available to homeowners in Central Maryland. Civic Works has active partnerships in Baltimore City and Howard County and does outreach in Harford, Anne Arundel, and Baltimore Counties. Lower-than-market pricing reflects the reduction in soft costs of marketing and customer acquisition, and an increase in close rates.

Energy Programs recruits, educates, and qualifies all participating homeowners using its innovative community-based marketing strategy. As a trusted third-party messenger, Civic Works is able to build trust in the benefits of solar energy and the selected Approved Solar Installers. Energy Programs endeavors to foster a fair lead-to-installer transfer process based on factors such as roof type, location, slope, etc. Once Solar Group Buy Program Participants are connected with an Approved Installer, Energy Programs support homeowners throughout the process as solar companies sell the jobs. Civic Works' Energy Advisors lend support to homeowners, which increases conversion rates and reduces the likelihood that a customer will opt out at any point during the process.

A 3-month Solar Installation Training Program (offered through Civic Works' Center for Sustainable Careers (CSC)) graduates highly-qualified entry-level solar installation technicians with the skills, knowledge, and abilities to comprehensively meet the workforce needs of industry employers. Designed in collaboration with area installers, this training program aims to help solar companies lower turnover rates and realize higher levels of work quality from their new hires. The program includes customer service and professionalism, the OSHA Construction Safety certification, hands-on training in Civic Works' solar laboratory space, and 320 hours of on-the-job training (OJT). The combination of meaningful employment, a living wage, and marketable trade skills has proven powerfully successful. Since 2003, Civic Works has trained over 1,469 residents for careers in home weatherization, environmental remediation, utility infrastructure, roofing, and solar installation, with 73% of graduates maintaining employment for at least one year.

Civic Works partner companies also have access to free incumbent worker training courses. Enrollment is ongoing for NABCEP PV Associate and PV Installer Professional certification courses. Additional trainings are to be decided, based on feedback from partner solar companies.

Civic Works is now releasing its semi-annual RFP to solicit Proposals from firms interested in being selected or maintaining designation as an Approved Solar Installer. Civic Works expects that each party will need to be reasonably flexible in making adjustments when needed, with the goal of perfecting the partnership.

Civic Works and the partner Solar Installer will work together to:

- Provide access to affordable solar energy to homeowners throughout Central Maryland
- Provide Baltimore residents with access to solar employment opportunities

- Offer competitive wages that lead to long-term career pathways and a high quality workforce pipeline
- Drive accountability and the continuous evaluation of performance toward goals

2. RFP SUMMARY

The purpose of this RFP is to solicit Proposals from firms interested in being selected or maintaining designation as one or more approved solar installers in partnership with Civic Works' Solar Group Buy Program (each, an "Approved Installer"). The Approved Installers will provide solar PV systems to homeowners recruited by Energy Programs ("Energy Programs participants"). Each Energy Programs participant will be connected only with one Approved Installer for their solar system.

Civic Works will educate Solar Group Buy Program Participants about the solar process and available federal and state incentives. Once Civic Works has qualified Solar Group Buy Participants, determining that they are likely to purchase solar systems, Civic Works will then immediately connect the homeowner with an Approved Installer. The Approved Installers will contract directly with each Solar Group Buy Participant and take responsibility for the complete solar adoption process. Civic Works will continue to track the customer through the process, and will serve as an advisor and an advocate on behalf of the customer.

The Approved Installers will be required to have and maintain certain minimum qualifications and performance standards, as described herein, in order to be selected and remain designated as an Approved Installer.

Selection and Implementation Timeline:

- 11/2: RFP Issued
- 11/19: RFP Informational Webinar
- 11/24: Deadline for Questions
- 12/4: RFP Submissions Due
- 1/8: Installer(s) Selected
- January: Meetings to Review MOU and Discuss Logistics January
- February-June: Ongoing Lead Allocation February-June

3. RFP TERMS AND CONDITIONS

Civic Works is not liable for any costs or expenses incurred by an Applicant, or any other person or entity, in the preparation of their Proposal.

a) Civic Works reserves the right to reject any and all Proposals received from Applicants as a result of this RFP, as is in the best interests of Civic Works, as determined solely by Civic Works. Civic works reserves the right to waive any minor informality or non-conformance with the provisions or procedures of the RFP, and seek clarification of any Proposal, if required.

b) This RFP may be sent as a courtesy to known interested individuals and firms. The receipt of this RFP from Civic Works in no way implies that the recipient is a qualified Applicant.

c) The Approved Installer understands that this RFP does not create or imply a consulting or other employment relationship between Civic Works and the Approved Installer. Civic Works shall not have any liability for any action or inaction by any Solar Group Buy Program Participant with respect to the Approved Installer.

d) Civic Works reserves the right to amend, delay, or cancel the RFP without liability if the team finds it is in the best interest of the project to do so. If it becomes necessary to revise any part of this RFP, an addendum will be provided to all respondents or Applicants who respond to the original RFP, and will be posted on the RFP Webpage: Civicworks.com/SolarGroupBuyRFP

e) The Approved Installer shall be required to enter into a Memorandum of Understanding ("MOU") with Civic Works in a form mutually agreed upon by Civic Works and such Applicant.

f) Continued participation by the Approved Installer is dependent on a continued source of funding for Civic Works' Energy Programs, and may be withdrawn or canceled in Civic Works' sole and absolute discretion.

g) Only companies that submit a current application for this RFP round will be considered for Approved Installer status. Civic Works will re-issue the Solar RFP semi-annually.

4. CONTRACTOR QUALIFICATIONS

Minimum Contractor Qualifications

An Approved Installer, at a minimum, must meet the following minimum criteria:

h) Licensed by the Maryland Home Improvement Commission

i) Approved Installer must be registered as a FY27 Maryland Solar Access Program Participating Contractor.

j) Fully insured, including commercial general liability insurance, excess or umbrella insurance, professional liability insurance, and worker's compensation insurance.

k) Employ solar installer/technicians in-house (not through subcontractor or referral partnership)

l) Pay wages of at least $20/hour after the first 90 days of hire, for all non-supervisory solar installer/technicians.

m) Have no history of violating any federal or state wage and hour laws, non-discrimination and equal employment opportunity laws, local building codes, or health and safety standards within the last 5 years.

n) In accordance with Title VII of the Civic Right Acts of 1964, shall not discriminate on the basis of race, religion, national origin, or sex. In accordance with the U.S. Equal Employment Opportunity Commission (EEOC) guidance on Title VII, the Approved Installer shall not have a blanket policy against hiring individuals who may have convictions on

their record, but shall have in place a fair and equitable hiring/employment policy that takes all relevant factors into account when making employment decisions.

o) Shall utilize only employees to perform work on an Energy Programs project, rather than independent Contractors, temporary workers, or any other individuals holding non-employee status. Approved Installers shall classify all workers performing work on an Energy Programs project as employees of the company and pay and/or withhold appropriate taxes, unemployment insurance, workers compensation, and other benefits as required by law.

Preferred Contractor Qualifications

a. Civic Works will give preference to Applicants that apply for pitched roof and flat roof leads. Pitched-roof-only applicants are still encouraged to apply and their applications will be considered in full.

b. Civic Works will give preference to Applicants that apply for leads in all of the following counties: Baltimore City, Baltimore County, Howard County, Anne Arundel County, and Harford County. Applicants with geographic limitations are still encouraged to apply and their applications will be considered in full.

c. Civic Works will strongly take into account a previous Approved Installer's track record of good performance in Civic Works' Solar Group Buy Program and other solar programs when deciding whether to renew its Approved Installer status in a new RFP round.

5. WEIGHTED FACTORS

The following are the weighted factors that Civic Works will use to evaluate Proposals. The purpose of this system is to set a high bar for entry for Approved Installers and to encourage ongoing progress towards creating family-sustaining jobs and quality work. Solar Group Buy participants will be referred to Approved Installers based on this system of weighted factors.

Section	Criteria	Max Points Available
Financial	Competitive Pricing, System Quality, and System Warranties	50
Technical	Experience, Permits, Installation Efficiency, and Quality Assurance	25
Job Quality	Employment Practices, Standards, Wages, and Benefits	25

6. PROGRAM REQUIREMENTS

An Approved Installer shall enter into a MOU with Civic Works, which shall include the following provisions:

Performance Standards

a) The Approved Installer's and Civic Works' first responsibility is to do no harm. The Approved Installer shall employ risk mitigation strategies to protect both participants and workers from harm, due to the presence of environmental hazards or shock and fire hazards.

b) Approved Installer must provide the option for discounting Maryland Solar Access Program grant amount on the customer contract to receive the payment directly from MEA, subject to the availability of funding. Solar power purchase agreements and solar power lease agreements must not exceed 25 years, and an annual escalator rate under no circumstances can exceed 3%.

c) Each participating solar PV provider and installation contractor must agree to abide by the Maryland Solar Access Program Consumer Protections Policy and guarantee these minimum protections and standards to the applicant including but not limited to: i) Consumers may choose their solar provider without pressure or coercion; ii) Participating contractors must provide consumers with clear, accurate, and comprehensive information; iii) Contracts must allow a customer to cancel any solar energy contract up to 30 days after signing the contract without incurring any cost to the consumer; iv) Participating contractors must ensure that all marketing materials and communications are written in plain language; v) Participating contractors must offer warranties on equipment and installation, clearly stating coverage duration, conditions, maintenance obligations, and support options in plain language; vi) For third-party-owned systems, a solar lease agreement contract must include a reasonable System Production Guarantee; vii) A power purchase agreement shall not require payments to be made for electricity that is not produced; viii) The participating contractor must disclose the roof inspections, repairs, and warranties associated with a solar PV installation before the contract is signed; ix) The participating contractor must disclose that there will be a material cost to remove and reinstall the panels in the event of roof repairs and replacement; x) Each contract should clearly define the provider's dispute resolution process.

d) Any staff of the Approved Installer interfacing with a Solar Group Buy Program Participant or responding to customer inquiries must be familiar with Civic Works' Energy Programs. The first staff member to interface with a Program Participant should introduce themself as an employee of the Approved Installer as well as a partner of Civic Works' Energy Programs.

e) Once the Approved Installer receives information regarding a new Solar Group Buy Program Participant, the Approved Installer will be responsible for the complete solar process: including qualifying the roof, conducting sales visits and site assessments, engineering, issuing a Proposal, securing permits and approvals, and installation.

f) The Approved Installer and Civic Works will work together in good faith to develop a project timeline, to be established as an addendum to the terms and conditions of the MOU with Civic Works. The Approved Installer will deliver a written Proposal to the Solar Group Buy Program Participant within the agreed upon timeframe. In the event that a Proposal is overdue, Civic Works will stop referring new participants until the overdue Proposal is delivered. If the Proposal is delivered electronically or by mail, the Approved Installer will follow-up promptly to review the reports and answer questions.

g) The written Proposal will include, at minimum, price quotes for at least one recommended solar system option and a line item to show the Solar Group Buy discount. The Approved Installer will notify Civic Works and provide an explanation of any extenuating circumstances that prohibit the inclusion of price quotes, or require the subcontracting of installations to companies outside the scope of the MOU.

h) The Approved Installer will adhere to the standardized pricing structure, as provided in the RFP Application and established as an addendum to the terms and conditions of the MOU with Civic Works. The Approved Installer's first written Proposal will quote the base price with the minimum required adders; upgrades must be presented as optional, rather than incorporated into the original quote.

i) The Approved Installer will honor the original pricing for at least 6 months. The Approved Installer and Civic Works will establish the exact service term in an addendum to the terms and conditions of the MOU with Civic Works. After the service term, the Approved Installer may reissue price quotes and may charge additional fees at the discretion of the Approved Installer. To ensure that participants are receiving complete and accurate site assessments and cost estimates, Civic Works reserves the right to review site assessments and cost estimates given to potential customers as part of the program.

j) The Approved Installer is responsible for securing all city/county permits and interconnection approvals. The Approved Installer is also responsible for securing historic permits, HOA approvals, or other permits, as necessary.

k) The Approved Installer is responsible for paperwork related to all federal and state incentives. The Approved Installer will allow Solar Group Buy Program Participants who own their own solar system to take ownership of their SRECs and provide guidance for selling their SRECs.

l) The Approved Installer and Civic Works will work together in good faith to develop a reporting schedule relating to the Services actually performed by the Approved Installer. The form, format, frequency, and exact schedule for such reporting will be determined by Civic Works. The Approved Installer agrees to deliver to Civic Works copies of documentation related to the Services.

m) All Solar Data collected by the Approved Installer under Solar Group Buy projects will be jointly owned by Civic Works and the Approved Installer. Civic Works and the Approved Installer will each have the right to use and exploit all of its respective rights to the Solar Data as if each were a sole owner of such data.

n) The Approved Installer shall respond to all inquiries made by Solar Group Buy Program Participants in a timely fashion. Civic Works highly recommends responding within 24 hours (even if the answer is initially "I don't know") and resolving issues within 72 hours at a maximum.

o) The Approved Installer agrees to conduct itself in a professional manner at all times, including requiring that its staff refrain from smoking in or on a Solar Group Buy Program Participant's property, using illicit drugs, or drinking alcohol while on the job. The jobsite should be left clean. No construction debris, personal items, or trash should be left on the premises.

p) The Approved Installer shall agree to honor the legal terms and conditions of their own Work Contracts. The Approved Installer shall notify Civic Works if any changes are made to the terms and conditions of their own Work Contracts.

q) The Approved Installer shall follow all relevant OSHA standards (i.e. Fall Protection, Electrical Safety, Lockout/Tagout, Crane and Hoist Safety, Heat/Cold Stress, and Personal Protective Equipment). The Approved Installer shall also be prepared to design solar systems with knowledge of ongoing fire safety rules and practices (including Baltimore County and Howard County setback rules).

r) The Approved Installer shall address any suspected hazards with a sense of urgency. If the Approved Installer creates a hazard at the home of a Solar Group Buy Program Participant, the Approved Installer is responsible for remediating the hazard at its own expense.

s) Upon request by the Solar Group Buy Program Participant, the Approved Installer shall allow Civic Works to mediate conflicts.

Workforce Standards

a) The Approved Installer will utilize the Civic Works Center for Sustainable Careers (CSC) as the "First Source" for all new hires. "First Source" by definition means that the Approved Installer will notify Civic Works of all new solar installer/technician job opportunities and interview candidates from CSC's Solar Installation Training Program. Civic Works also encourages participation in a workday interview process.

b) The Approved Installer shall employ qualified persons for the work required on an Energy Programs project. In accordance with Title VII of the Civil Rights Act of 1964, the Approved Installer shall not discriminate on the basis of race, religion, national origin or sex. In accordance with U.S. Equal Employment Opportunity Commission (EEOC) guidance on Title VII, the Approved Installer shall not have a blanket policy against hiring individuals who may have convictions on their record, but shall have in place a fair and equitable hiring/employment policy that takes all relevant factors into account when making employment decisions.

c) Approved Installers shall utilize only employees to perform work on an Energy Programs project, rather than independent Contractors, temporary workers, or any other individuals holding non-employee status. Approved Installers shall classify all workers performing work on an Energy Programs project as employees of the company and pay and/or withhold appropriate taxes, unemployment insurance, workers compensation, and other benefits as required by law.

d) The Approved Installer will pay wages of at least $20.00 per hour for graduates of CSC after the first 90 days of hire. Furthermore, it is the goal of this program to ensure that CSC graduates secure long-term and sustainable employment. Civic Works encourages the Approved Installer to provide professional development opportunities, including Civic Works' incumbent worker training.

General Provisions

a) The Approved Installer understands and agrees that, in order to retain its designation as an Approved Installer, the qualifications required by this RFP for selection as an Approved Installer must continue to be satisfied. The Approved Installer shall agree to maintain and provide access to records to verify compliance with provisions within the Civic Works MOU.

b) The Approved Installer shall provide contact, qualification, capacity, service and other related information, as reasonably requested by Civic Works.

c) For each signed contract by a Solar Group Buy Program Participant, the Approved Installer will pay Civic Works a 5% referral fee of the total system cost (Civic Works will not collect payment until the PTO has been approved).

d) Any Party may without cause terminate this partnership with immediate written notice provided to the other Party. In the event that Civic Works terminates the MOU, Civic Works will notify the contractor in writing and may choose to transfer Solar Group Buy projects to an alternative Approved Installer.

e) If the Approved Installer violates a term of the MOU, Civic Works may at its sole discretion choose to terminate the MOU or designate a probationary period for the Approved Installer in lieu of termination. The criteria Civic Works may use in making this decision include, but are not limited to: the severity of the violation, whether the violation put the homeowner's safety or health at risk, whether the contractor broke any laws, the extent to which the Approved Installer quickly took responsibility for the violation, and, if appropriate, the extent to which the Approved Installer worked to swiftly resolve the violation at its own expense. Civic Works will reinstate the Approved Contactor if it determines that the Approved Installer has identified the root causes of the MOU violation and has satisfactorily corrected its internal systems to ensure future compliance.

7. APPLICANT'S PROPOSAL

The Applicant must fill out the **RFP Submission Form** to be considered.

- The Proposal shall include all of the required information and documents indicated in the RFP Submission Form.
- Any additional information may be included in the Proposal and will be considered.
- Failure to submit all required information may result in a request for prompt submission of missing information, a less favorable evaluation of the Proposal, or rejection of the Proposal.

To submit a proposal, complete the **RFP Submission Form** by 5:00pm on December 4, 2026.

9. Application

1. Cover Letter Attachment (optional):
    a. Why are you applying for this RFP?
    b. What makes your company different from other Solar Installation companies?

2. Legal Business Name of Applicant

3. Applicant's Location and Contact Information

Street Address			
City, State & Zip			
Phone Number		Email	

Website	
Facsimile #	
MHIC License #	
MBE/WBE State Certification # (if applicable)	

4. Authorized Individual

Provide the following information with respect to the person authorized to represent the Applicant with respect to this RFP, and who has executed this Proposal on behalf of the Applicant.

First Name, Last Name		Title	
Phone Number		Email	

5. Contact Information for Roofing Partner

Contractor	
Relationship (Subcontracting or	

Referral)			
Street Address			
City, State & Zip			
Phone Number		Email	

6. Applicant's Current Legal and Financial Situation: a) Describe insurance, bonding, number of years in business, and any other relevant information to evaluate the company's stability and standing. b) Describe any bankruptcies filed, material (in excess of $25,000) claims, judgments, arbitrations, investigations or lawsuits pending, and/or other pertinent legal or financial information in the last 5 years. c) Describe any history of violating any federal or state wage and hour laws, non-discrimination and equal employment opportunity laws, local building codes, or health and safety standards within the last 5 years.

7. Current Business Profile

Total # of Employees	
Total Annual Revenue	

8. Business Services and Experience: Indicate the type of home services that the Applicant provides in the ordinary course of its business, including if it is done in-house, subcontracted, or referred.

Residential Solar PV Sales	
Installation of Residential Solar PV	
Minor or Major Roof Repairs	
Roof Replacements	
Securing of City/County Permits	
Securing of Historic Permits or HOA Approvals	
Securing	

Interconnection Approvals	
System Registration with Appropriate Entities for Incentives	
Aggregating SRECs	

Elaborate on your experience (# installations) with each of the following housing stock. Include any limitations per roof type, including roof height, slope, age, etc:

Single-Family Detached with Pitched Roof	
Flat Roof – tilt mount / rafter mount	
Flat Roof – ballasted	
Slate Roof	

Elaborate on your experience with the following processes in Baltimore City, Baltimore County, and Howard County specifically:

Baltimore City	
Baltimore County	
Howard County	
Anne Arundel County	
Harford County	
Other	

Elaborate on your experience with the following processes in Baltimore City, Baltimore County, and Howard County specifically:

City/County Permitting	
Historic District Permitting	
HOA Approval	
Interconnection	

Optional Business Services: Indicate the type of optional home performance services that the Applicant provides in the ordinary course of its business, and whether/how they may be integrated with a Solar PV project:’

Residential Solar Thermal	
Commercial Solar PV	
Commercial Solar Thermal	
BPI Home Energy Audits (Building Performance Institute)	
BPI Building Envelope Improvements	
HERS Rating (Home Energy Rating System)	

Professional Staff: Identify the makeup of the company’s Maryland workforce (excluding installation crew members). Specify the number of employees who hold each position and the certifications or licenses held by key personnel.

Owners/Principals	
Marketing/Business Development	
Project Managers	
Engineers	
Sales	
Administrative	
Other (Specify)	

Expected Timeline:Outline a general expected timeline for serving an individual customer, from date referred by Energy Programs to interconnection. Indicate any milestones at which customer payment is required.

Customer Service: Describe current policies and practices for managing leads, sending proposals to customers, and customer service. Provide information on common service calls, typical response times, and company practices for resolving complaints. Provide at least one example of a problem reported and how it was resolved.

Quality Control Procedures: Outline quality control procedures throughout the installation process, final testing, and sign-off procedures.

9. Proposal-to-Installation Conversion Rates.

Indicate the conversion rate to completed installations of solar PV proposals issued in 2025 and 2026.

January 1, 2025 to December 31, 2025

Number of Proposals Issued	
Number of Corresponding Completed Installations	
Conversion Rate: Proposal to Installation	

January 1, 2026 to December 4, 2026

Number of Proposals Issued	
Number of Corresponding Completed Installations	
Conversion Rate: Proposal to Installation	

2027 Projections

Project the number of completed solar PV installations in 2027

10. Copies of Relevant Documents.

The Applicant shall submit copies of each of the following documents as part of its Proposal.

a. Copy of General Liability and Workers' Compensation Insurance

b. Copy of applicable jurisdiction licensing certificate(s)

c. If applicable, documentation of Minority-Owned, Woman-Owned, or Veteran-Owned Business Status

d. Copy of a sample contract, as would be delivered to a customer (in its entirety, including: scope of work, and all legal terms and conditions of the contract)

e. Spec Sheets for each module and inverter type specified

f. Additional business promotional information, warranties, performance information, and/or installations examples (optional)

11. References

List four (4) references, including at least one (1) professional or trade reference, such as a supplier of materials, tools or credit, and at least two (2) customer references. If the Applicant has been chosen to partner on any past community-based marketing programs (or "Solarize" campaigns), please include at least one program reference. Please include at least one means of contact for each reference.

Reference #1

Name	
Phone Number	
Email Address	
Reference Type (Professional/Trade or Customer)	

Reference #2

Name	
Phone Number	
Email Address	
Reference Type (Professional/Trade or Customer)	

Reference #3

Name	
Phone Number	
Email Address	
Reference Type (Professional/Trade or Customer)	

Reference #4

Name	
Phone Number	
Email Address	
Reference Type (Professional/Trade or Customer)	

12. Pricing

<u>Please Note</u>:
a) Present pricing as price-per-watt of installed capacity for direct-owned installations, exclusive of any eligible incentives or tax credits for a grid-tied system installed on a typical dwelling.

b) Lower-than-market pricing should reflect the reduction in soft costs of marketing and customer acquisition, and an increase in close rates.

c) In addition to base pricing and adder pricing, Civic Works will heavily weigh the quality of products and quality and ease of the customer experience, including the acquisition of financing. Civic Works will also give preference to applicants that service all of Central Maryland and all roof types. Competitive pitched-roof-only applications will be considered and may be selected.

d) Civic Works serves pitched roof and flat roof customers. Applicants who do not service all roof types must indicate N/A in charts below.

e) For each signed contract by an Energy Programs participant, Civic Works will charge a referral fee of 5% of the total sales price.

f) The current average system size across the program is 10kW. The minimum system size is 5kW. Applicants can charge an adder fee for systems under 5kW.

Base Price ($/Watt)

Provide the base $/W Price that the Applicant will provide all Energy Programs participants for this RFP Round (a 6 month period). The base pricing will be used to calculate the total customer cost, before any eligible incentives. The base price should incorporate the Civic Works referral fee.

Typical price pre-incentive (what your company would charge for this installation outside of the Group Buy). Example: $2.70/watt

Price per watt

Base price for Group Buy. Example $2.40/watt

Price per watt

Base Purchase Details (All Rows Required)

Explain the system components included in the base price. (Any additional charges not included in the base price will be explicitly quantified in the adders and upgrades sections to follow.)

Solar Modules (Panel Name and Wattage

Manufacturer and Model	Warranty (Years)	Country Where Product is Manufactured	Description and Rationale for Selection

Inverter

Manufacturer and Model	Warranty (Years)	Country Where Product is Manufactured	Description and Rationale for Selection

Roof Attachments and Racking Systems (Pitched roofs)

Manufacturer and Model	Warranty (Years)	Country Where Product is Manufactured	Description and Rationale for Selection

Monitoring (System-Level or Panel-Level, if not included in base price, mark as N/A)

Manufacturer and Model	Warranty (Years)	Country Where Product is Manufactured	Description and Rationale for Selection

Labor and Workmanship (including warranty against roof leads from penetration

Warranty (Years	Description and Rationale for Selection

Production Guarantee

Warranty (Years	Description and Rationale for Selection

Other

Component	Manufacturer and Model	Warranty (Years)	Country Where Product is Manufactured	Description and Rationale for Selection

Adders to Base Purchase, when applicable

Quantify and describe the listed additional charges, which may or may not be included in the base price. If no additional charge is required, please specify the fee as $0. Please Note: all rows required. If an additional charge is not specified, then the item will be considered as included in the base price.

Electrical Service Upgrade

Offer? (Yes/No)	Description	Increased $/Watt OR Flat Fee	Experience with Selection

Electrical Panel Upgrade

Offer? (Yes/No)	Description	Increased $/Watt OR Flat Fee	Experience with Selection

Roof-Standing Seam

Offer? (Yes/No)	Description	Increased $/Watt OR Flat Fee	Experience with Selection

Roof- Ballast Mount

Offer? (Yes/No)	Description	Increased $/Watt OR Flat Fee	Experience with Selection

Roof- Other

Offer? (Yes/No)	Description	Increased $/Watt OR Flat Fee	Experience with Selection

Roof Slope

Slope	Offer? (Yes/No)	Description	Increased $/Watt OR Flat Fee	Experience with Selection

Roof Height

Height	Offer? (Yes/No)	Description	Increased $/Watt OR Flat Fee	Experience with Selection

Trenching

Offer? (Yes/No)	Description	Increased $/Watt OR Flat Fee	Experience with Selection

System Size Smaller than 5kW

Offer? (Yes/No)	Description	Increased $/Watt OR Flat Fee	Experience with Selection

HOA or Historic District Approval Costs

Offer? (Yes/No)	Description	Increased $/Watt OR Flat Fee	Experience with Selection

Adders to Base Purchase by Jurisdiction (All Rows Required)

Labor costs associated with the permitting process can vary by jurisdiction. Modify the chart to quantify additional charges by jurisdiction, not already included in the base price. If no additional charge is required, please specify the fee as $0. If the applicant does not service the territory, please indicate N/A below. Please Note: all rows required. If an additional charge is not specified,

then the item will be considered as included in the base price.

Baltimore City	
Baltimore County	
Howard County	
Anne Arundel County	
Harford County	

Optional Upgrades/Adders to Base Purchase

Quantify and describe any additional charges not described above. *Please Note: If an additional charge is not specified, then the item will not be offered to participants, without prior approval by the program.*

Battery Backup System

Offer? (Yes/No)	Typical Price Pre-Incentive	Discount for Group Buy	Manufacturer and Model	Warranty (Years)	Description and Rationale for Selection

Ground Mounted System

Offer? (Yes/No)	Increased Price/Watt OR Flat Fee ($)	Manufacturer and Model	Warranty (Years)	Description and Rationale for Selection

Squirrel Guards

Offer? (Yes/No)	Increased Price/Watt OR Flat Fee ($)	Manufacturer and Model	Warranty (Years)	Description and Rationale for Selection

Snow Guards

Offer? (Yes/No)	Increased Price/Watt OR Flat Fee ($)	Manufacturer and Model	Warranty (Years)	Description and Rationale for Selection

EV Car Chargers

Offer? (Yes/No)	Increased Price/Watt OR Flat Fee ($)	Manufacturer and Model	Warranty (Years)	Description and Rationale for Selection

(Other)

Adder Type	Increased Price/Watt OR Flat Fee ($)	Manufacturer and Model	Warranty (Years)	Description and Rationale for Selection

13. Financing

(All Rows Required)

Name of Financing Provider

Term(s) and Interest Rate(s) of Loan (years)

Description of Pre-Approval and Approval Process

Minimum Credit Score		
Is There a Maximum Price/Watt Allowed?		
Can Roof Work Be Included in the Loan?		
Can Energy Efficiency Services Be Included in the Loan?		

Defaults: What is the process if a customer defaults?

Additional Details: Are there other constraints provided by the Financier? Are there any additional important financing details?

Third Party Ownership (Optional): Describe any Lease or Purchase Power Agreement (PPA) options provided to customers, including length of contract, escalator rate, and terms.

Incentives: How will you help participants access tax credits and incentives like the MD Solar Access Program (MSAP) grant?

14. Applicant's Professional Installation Staff

Capture the makeup of the company's Maryland installation workforce. List the various staff positions. Specify which positions are non-supervisory and the number of employees who hold each position.

# of non-supervisory solar installers/technicians	
# of supervisory crew leaders	
# of electricians	
# of non-supervisory operations and maintenance technicians	
Other (Specify)	

# of non-supervisory solar installers/technicians hired in the previous 12 months

(this is for internal informational purposes only)

# of non-supervisory solar installers/technicians expected to be hired in the next 12 months

(this is for internal informational purposes only)

Professional Development: Describe a standard professional development plan for non-supervisory installers/technicians within your company. Specify any additional training benchmarks or certifications (i.e. NABCEP, master electrician's license, etc.) required to advance to given positions. Indicate if the company provides additional training in-house, or if the company has any existing relationships with established workforce development or training centers.

Future Hiring Plans: Describe your willingness and interest in hiring new entry-level installation technicians from Civic Works' free Solar Installation Technician Training Program. Would you use Civic Works as a "first source" for new entry-level hires?

Future Employee Training Plans: Check all NABCEP certified classes in which your company would want to enroll employees

☐ PV Technical Sales
☐ PV Installation Professional
☐ PV Design Specialist
☐ PV Installer Specialist
☐ PV Commissioning & Maintenance Specialist
☐ PV and Solar Heating System Inspector Certification Programs
☐ Solar Heating Installer Certification
☐ Small Wind Installer Certification
☐ None of the above

15. Wage Table

Capture typical wage levels, benefits, and wage increases for each position the Applicant staffs. List the minimum starting wage rate as well as any typical wage rate increases; please indicate the hourly value of the benefits provided after the first 90 days of hire; please indicate if your company employs a wage increase after an initial period of training (i.e. the first 90 days of hire) or if there are any standard wage increases associated with additional training, certifications, or promotions.

Non-supervisory Installer/Technician

Starting Wage	At 90 Days	Other Wage Increases	Benefits at 90 Days

Supervisory Crew Lead

Starting Wage	At 90 Days	Other Wage Increases	Benefits at 90 Days

Other

Title	Starting Wage	At 90 Days	Other Wage Increases	Benefits at 90 Days

16. Specific Employer-Paid Benefits to Workers

Elaborate on the employer-paid benefits provided to your non-supervisory employees. Specify the percentage of employer subsidy for each of the following benefits, if offered.

Offer health insurance consisting of Major Medical/traditional plans? Examples: HMO/managed health care; PPO; or POS.

Offer?	% of employer subsidy (or elaborate)
Yes/No	

Offer dental and vision insurance?

Offer?	% of employer subsidy (or elaborate)
Yes/No	

Offer health insurance for employee's dependents?

Offer?	% of employer subsidy (or elaborate)
Yes/No	

Offer pension or other retirement plans?

Offer?	% of employer subsidy (or elaborate)
Yes/No	

Classification of Workers: Indicate whether all workers that will be utilized to perform work on an Energy Programs project, shall be classified as employees*, rather than independent contractors, temporary workers, or any other individuals holding non-employee status.

**For employees, the company shall pay and/or withhold appropriate taxes, unemployment insurance, workers compensation, and other benefits as required by law.*

17. Hiring Policies and Practices.

History of employing Civic Works' Center for Sustainable Careers (CSC) graduates.

Total number of full-time equivalent workers in non-supervisory roles as retrofit installers/technicians	
Number of full-time equivalent workers that are graduates of CSC	

Hiring Process: Specify what specific criteria you use to select a candidate or disqualify a candidate. Identify key personnel involved in hiring decisions.

Hiring Policies: Specify what policies you have in place to ensure fair hiring on the basis of merit and in accordance with fair employment laws*. Specify any demonstrated efforts to offer employment opportunities to residents from unemployed or underemployed communities, including qualified individuals with criminal records.

**In accordance with Title VII of the Civil Rights Act of 1964, the selected installer shall not discriminate on the basis of race, religion, national origin or sex. In accordance with U.S. Equal Employment Opportunity Commission (EEOC) guidance on Title VII, the selected installer shall not have a blanket policy against hiring individuals who may have convictions on their record, but shall have in place a fair and equitable hiring/employment policy that takes all relevant factors into account when making employment decisions.*

18. The undersigned, as a legally authorized representative of the Applicant, hereby represents that the Applicant accepts the terms and conditions set forth in this RFP Application and that, to the best of their knowledge and belief, all of the information provided in this RFP Application, including all attachments hereto, is true and correct as of the date of submission.

Printed Name	Title	Date

The undersigned, as a legally authorized representative of the Applicant, hereby represents that the Applicant has read the RFP Overview, and accepts the terms and conditions set forth in the RFP Overview.

Printed Name	Title	Date

To submit a proposal, complete **RFP Submission Form** by 5:00pm on December 4, 2026