## Steps to successfully Use the State of Minnesota’s Solar Master Contract S-1049(5)

1. **Contact the Office of Enterprise Sustainability (OES)**
   1. Current primary contact: Jordan Wente at [jordan.wente@state.mn.us](mailto:jordan.wente@state.mn.us)

If you are interested, send an email to the contact listed. OES will assist you through the RFP process. While your entity will “own” the procurement process, OES administers the master contract. To ensure your entity’s success, OES will provide templates, documents, and will guide you through the request for site specific bids process.

OES’ function will be to coordinate bidding process, consult on the site-specific RFP, and consult on the evaluation methodology. To get started, a one-hour meeting between OES and your entity is needed.

1. **Screen potential sites for PV installation**
   1. Refer to the document “Site Specific RFP Checklist” for a step-by-step instruction on what data is essential to obtain an accurate bid. The document is focused on the data needed, not special terms and conditions that your organization should consider. The document also points out important criteria for choosing a good site.
2. **Write your Site-Specific RFP**
   1. We have created a template. You will need to go through and customize the template to your needs. At the end of the template, you are welcome to attach any exhibits that are necessary for your organization and/or the site.
   2. Customize your methodology and points allocation. As a part of the RFP solicitation, you will need to decide how to weigh points in the evaluation. We have an example methodology for your use.
3. **Coordinate bids with OES**
   1. OES will send out the request for bids on your behalf and will be the main conduit between the master contract vendors and your organization during the evaluation process. OES can, if requested, assist your organization to ensure a capable team of evaluators is organized. OES will not evaluate proposals.
4. **Issue a “Site Specific Work Order”** 
   1. The site-specific work order is effectively your contract for the installation and all associated labor. The work order contains all terms and conditions from the Master Contract as well as other special terms and conditions that you specify in the site-specific work order.
   2. OES has a template Site-Specific Work Order for your use. You are welcome to add any additional exhibits relevant.
   3. If you are pursuing a third-party financed “power purchase agreement” (PPA), we recommend that you ensure the following items:
      1. If your building was financed using publicly bonded dollars, we highly recommend that you meet with a legal bond counsel. Under certain circumstances, you may be in violation of tax and bond laws.
      2. Ensure The master contract terms and conditions are affirmatively carried over into the power purchase agreement
      3. Ensure that there are no conflicting terms in the power purchase agreement, especially with respect to prevailing wage
      4. Ensure that your required special terms and conditions are negotiated into the power purchase agreement.