

Date

[PROCUREMENT LEAD NAME]
[PROCUREMENT LEAD ORGANIZATION]
[PROCUREMENT LEAD ADDRESS]
[PROCUREMENT LEAD CITY, STATE, ZIP]
[PROCUREMENT LEAD EMAIL]

RE: Collaborative Solar Purchasing for MN State and Local Governments

Dear [PROCUREMENT LEAD]:

We understand the [PROCUREMENT LEAD] intends to issue a Joint Site(s)-specific Request for Proposals (RFP) to get proposal(s) for developing solar on Minnesota state agency, local government, and school facilities and lands.

[ENTITY NAME] believes the societal, financial and environmental value of solar warrants our pursuing this opportunity in conjunction with other local government entities. We value the benefits that will be provided by the joint site(s)-specific RFP, technical assistance, and structured process. Our staff is committed to reviewing various materials and resources regarding solar as well as completing one or more preliminary solar site assessment checklists to identify suitable sites for solar installations on our publicly-owned buildings or properties.

In order to participate collaboratively, yet expeditiously, we agree to abide by the [PROCUREMENT LEAD]'s procurement processes, to the evaluation panel make-up, and understand that we will not be able to negotiate (but just accept or decline) these opportunities. We agree to not hold the [PROCUREMENT LEAD], the other participating governments, Clean Energy Resource Teams, or the Great Plains Institute liable for their good faith efforts in this program.

Overall, we have concluded that there is value in this program and therefore, we intend to participate in the solar joint site(s)-specific RFP that becomes available as part of the [PROCUREMENT LEAD]'s Joint Site(s)-specific Request for Proposals for Minnesota State and Local Government Solar PV Systems slated to be issued June, 2018. The following is a list of [INSERT NUMBER OF SITES] potential sites that our staff will evaluate for solar suitability, with guidance from the Clean Energy Resource Teams and Great Plains Institute. We are committed to conducting this site self-assessment process to finalize the sites for which we will seek bids under the joint site(s)-specific RFP.

[INSERT LIST OF BUILDINGS OR PROPERTIES]

This letter does not bind [ENTITY NAME] to sign any specific agreements or otherwise commit financial resources to a solar project. Nor does submitting this letter to the [PROCUREMENT LEAD] prevent [ENTITY NAME] from soliciting for solar installation alone or with other entities. The intent of this letter is to clearly state [ENTITY NAME]'s desire to install solar in one or more locations dependent on the terms and conditions of the proposals received as a result of the Request for Proposals for Minnesota State and Local Government Solar process.

We encourage the [PROCUREMENT LEAD] to continue to take a leadership role on solar procurement projects so that [ENTITY NAME] along with other government entities and schools can participate in the financially responsible and environmentally preferable attributes of solar energy and share those benefits with our communities.

Sincerely,

[FULL NAME OF APPROPRIATE STAFF MEMBER OR ELECTED OFFICIAL]

[FULL TITLE]