



## **ENERGY COORDINATING AGENCY**

106 W. Clearfield Street Philadelphia, PA 19133

(215) 609-1000 | [ecasavesenergy.org](http://ecasavesenergy.org)

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### **Request for Qualification (RFQ): Instruction for Solar PV Installation**

#### **Issued By:**

Energy Coordinating Agency (ECA)  
Knight Green Careers Training Center  
106 W Clearfield St  
Philadelphia, PA 19133

**Date of Issuance:** 4/11/2025

**Submission Deadline:** Applications will be accepted on a rolling basis.



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### **I. Introduction**

Energy Coordinating Agency (ECA) is a 501(c)3 non-profit organization whose mission is to help people conserve energy and to promote a sustainable and socially equitable energy future for all. ECA leads the design and implementation of high-quality energy conservation, education, and home repair initiatives to eliminate energy burden and stabilize low-income families in their homes and communities.

ECA's Green Careers Training Center trains and certifies over 250 students annually, including returning citizens, whose diversity reflects the city we serve, for high demand, clean energy careers. Our Training Center is the only IREC-accredited clean energy center in Pennsylvania state primarily serving students who live in low-income and disadvantaged communities.

The Green Careers Training Center's programs in Green Renovation and Retrofit, Energy Analyst, and Quality Control Inspector are nationally accredited by the Interstate Renewable Energy Council (IREC). ECA is a Certified Training and Testing Center by the Building Performance Institute (BPI) for Building Analysts, Installer Technicians, Energy Auditors, and Quality Control Inspectors. ECA is also an accredited Lead Training Center for the U.S. Environmental Protection Agency.

### **II. Scope of Work**

ECA has issued this RFQ to identify a qualified provider of solar instruction for its 10-week EPA Brownfields Job Training Program. The selected provider will provide four (4) weeks of solar instruction (6 hours per day) for up to 15 students. Students will prepare and test for the NABCEP - PV Installation Professional (PVIP) Board Certification.



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### **III. Project Schedule**

ECA offers the EPA Brownfields Job Training Program twice a year in the spring and fall. Specific to this RFQ, solar instruction for Spring 2025 will commence approximately on: May 12, 2025.

### **IV. Eligibility Requirements**

The contractor must have a minimum of three (3) years of experience in the trade for which they are applying. The contractors should also have been in business as the same legal entity for a minimum of three (3) years.

The contractor should have a verifiable track record of responsiveness and quality work with ECA or with confirmed references. The contractor must have the appropriate trade license(s).

### **V. Statement of Qualification – Requirements**

The Statement of Qualifications should include the following information:

- a. Cover sheet (Attachment A).
- b. Resumes of key personnel to be assigned to the project.
- c. A one-page narrative detailing the firm's experience and qualifications related to this project.
- d. Pricing plan.
- e. List of 3 references.
- f. Proof of SAM.GOV registration.

### **VI. Procurement Timeline**

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ECA will convene a review committee to complete a review of the Statement of Qualifications submitted by the deadline. The committee will rate the proposals using the Selection Criteria, which is included below for your reference.

### **VII. Selection Criteria**

ECA will evaluate Statement of Qualifications based on the following criteria:

- a. Specialized experience or technical expertise of the organization and its personnel in alignment with the scope of work. (30%)
- b. Past performance on contracts, including quality of work and timely completion of deliverables. (40%)
- c. Capacity of the organization to perform this work within the project schedule. (30%)

### **VIII. Submission Method**

Please submit your proposal by email to [procurement@ecasys.org](mailto:procurement@ecasys.org) with the subject line "2025 RFQ – Solar Instruction Response." Upon submission, you will receive a confirmation email.



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### Attachment A: Cover Sheet

FIRM NAME:

ADDRESS:

TELEPHONE:

FAX:

PRIMARY CONTACT:

Name/Email/Phone

BILLING CONTACT:

Name/Email/Phone

TYPE OF BUSINESS:  Sole Proprietorship  Partnership  Corporation  LLC

FEDERAL EIN / TAX IDENTIFICATION NUMBER:

DATE OF INCORPORATION / ORGANIZATION / INITIATION: \_\_/\_\_/\_\_\_\_

MBE/WBE/DBE Certified?

(attach certification)