



**ANDREW M. CUOMO**  
Governor

**NYSERDA**

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Charge Ready NY Equipment and Network Qualification Process  
Request for Qualifications (RFQL) 3902

Applications accepted through December 31, 2021 by 3:00 PM Eastern Time\*

The New York State Energy Research and Development Authority (NYSERDA) is issuing this RFQL solicitation to establish a list of qualified Level 2 electric vehicle (EV) charging equipment and networks that will be eligible for incentives under the upcoming Charge Ready NY Program (Program). Under the Program, interested site owners will be able to receive incentives for the installation of qualified charging equipment. Charging station vendors will submit applications to qualify one or more models of charging equipment. Charging network operators will submit applications to have information about their network, and which charging equipment it is compatible with, listed as part of program materials. Information about approved equipment models and network solutions will be listed on the NYSERDA webpage for prospective charging station owners to view. Qualifying equipment must meet the program requirements described below.

Submissions will be accepted on a rolling basis until December 31, 2021 or until the Program closes. Vendors may submit applications for as many different equipment models or network solutions as they choose.

**Application Submission:** Online submission is preferable. Proposers may submit Word, Excel, or PDF files (file formats include: csv, doc, docx, gif, jpeg, jpg, pdf, png, ppt, pptx, pps, ppsx, tif, txt, xls, xlsx, and zip). Individual files should be 100MB or less in file size. Proposal PDFs should be searchable and should be created by direct conversion from MS Word, or other conversion utility. Files should not be scanned. For ease of identification, all electronic files must be named using the proposer's entity name in the title of the document. NYSERDA will also accept proposals by mail or hand-delivery if online submission is not possible. For detailed instructions on how to submit a proposal (online or paper submission), click the link "[Application Instructions and Portal Training Guide](#) [PDF]" located in the "Current Opportunities" section of NYSERDA's website (<https://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>).

No communication intended to influence this procurement is permitted except by contacting David McCabe (Designated Contact) at (518) 862-1090, ext. 3281 or by e-mail [cleantrans@nyserda.ny.gov](mailto:cleantrans@nyserda.ny.gov) or Adam Ruder (Designated Contact) at (518) 862-1090, ext. 3411 or by e-mail [transportation@nyserda.ny.gov](mailto:transportation@nyserda.ny.gov) (for technical questions). If you have contractual questions concerning this solicitation, contact Nancy Marucci (Designated Contact) at (518) 862-1090, ext. 3335 or [nancysolicitations@nyserda.ny.gov](mailto:nancysolicitations@nyserda.ny.gov). Contacting anyone other than the Designated Contacts (either directly by the proposer or indirectly through a lobbyist or other person acting on the proposer's behalf) in an attempt to influence the procurement: (1) may result in a proposer being deemed a non-responsible offerer, and (2) may result in the proposer not being awarded a contract.

**\* All applications must be received by 3pm Eastern Time on the date noted above. Late, faxed, or emailed proposals will not be accepted.** Incomplete proposals may be subject to disqualification. It is

the proposer's responsibility to ensure that all pages have been completed/included in the application. Please note: for online submission, there are required questions that you will have to answer in addition to uploading attachments and you should allot at least 60 minutes to enter/submit applications. The online application system closes promptly at 3pm, files in process or attempted edits or submission after 3pm Eastern Time on the date above, will not be accepted. If changes are made to this solicitation, notification will be posted on the "Current Opportunities" section of NYSERDA's website (<https://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>).

## **I. Introduction**

As part of his Charge NY 2.0 initiative, announced in January 2018, Governor Andrew M. Cuomo set a goal of having 10,000 EV charging stations operational in New York State by 2021, a five-fold increase over the current 2,000 charging stations in operation. NYSERDA seeks to accelerate charging station installations and adoption by offering incentives to entities that purchase and install charging stations at publicly accessible parking facilities, workplaces, and multifamily buildings. This incentive program, the Charge Ready NY Program (Program), will launch in 2018, and will initially focus exclusively on the purchase and installation of AC Level 2 charging stations, which supply power to EVs at 208 to 240 Volts AC, at the above types of locations. It does not cover the purchase and installation of private home-use charging stations. NYSERDA may offer future programs focused on DC fast chargers as well.

To facilitate the operation of this program and to help simplify the purchasing process for prospective station owners, NYSERDA is issuing this solicitation to establish a list of qualified Level 2 EV charging equipment and networks that will be eligible for incentives under the Program. Charging station vendors can submit applications to qualify one or more models of charging equipment. Charging network operators can submit applications to have information about their network, and which charging equipment it is compatible with, listed as part of the program materials. Information about approved equipment models and network solutions will be listed on the NYSERDA webpage for prospective charging station owners to view. Qualifying equipment must meet the program requirements described below.

NYSERDA intends to also offer an opportunity for prospective station owners to submit information about their site and express interest in being contacted by charging station vendors. Qualified vendors will be able to receive information about prospective station owners who choose to share their contact information.

Submissions will be accepted on a rolling basis until December 31, 2021 or until the Program closes. Vendors may submit as many different equipment models or network solutions as they choose.

## **II. Program Requirements**

Eligible charging equipment must meet the following requirements:

### *All Charging Equipment*

- The equipment must be a charging system intended to provide AC power to an electric vehicle equipped with an onboard charger unit. Wireless charging equipment may provide DC power directly to an electric vehicle.
- The equipment must be intended to be supplied by a branch circuit of up to 600 volts.
- The equipment must have a rated power of 7.2kW (30A) or higher
- The equipment must be intended for installation following the National Electric Code (ANSI/NFPA 70) and be indoor/outdoor rated.
- The equipment must be new and designed to pass inspection according to the National Electrical Code, Article 625. The equipment must be certified by a National Recognized Testing Laboratory (for example, UL category FFWA).
- Both single and dual charging stations are eligible. Single charging stations are stations that have a single charging port originating from a single pedestal, pole-mount, or wall-mount; dual

charging stations are stations that have two charging ports originating from a single pedestal, pole-mount or wall-mount. For program purposes, single charging stations will be eligible for an incentive payment for one charging port and dual charging stations will be eligible for an incentive payment for two charging ports.

- Publicly accessible stations and workplace charging stations must be networked stations. Stations for multifamily dwellings may be networked or non-networked. Charging equipment providers must list the names of any network operators they have worked with to date. Networked stations must have at least one approved charging network operator in the program to be able to receive a rebate for an installation at a public or workplace location.
- Networked equipment must be capable of collecting data including but not limited to the number of charging events from each port; duration of each charging event; total kWh provided; and percent usage and providing this information directly to NYSERDA, either through automated recurring emails or through password-protected access to station management software that allows NYSERDA limited administrative access to energy use reports. Equipment must use no more than 10 Watts of power per port when not connected to a vehicle.
- As of October 1, 2019, NYSERDA will begin requiring that all equipment be Energy Star certified or be in the process of receiving Energy Star certification. Applicants will be required to show the Partnership Agreement with Energy Star as proof of application to the Energy Star program before they can have their equipment placed on the list of approved EV charging equipment.
- Equipment to be installed in public-access sites must be able to provide charging to any driver, regardless of whether they are a network member. If payment is required, the equipment must accept payment by credit card, although it may also accept payment through other methods. These requirements do not apply to equipment to be installed in workplaces or multifamily buildings, which may restrict access to employees or residents.
- Charging equipment and all accessories must be backed with a warranty of 24 months or longer. The warranty period should start the day that the equipment is installed and ready for use.
- Applicants must complete a Charging Equipment Qualification Worksheet (**Attachment A**), listing each separate model on its own column of the workbook.

#### **Wired Charging Equipment**

- Wired equipment should include only connectors that are SAE-J1772 standard compliant
- Wired equipment should include a cable management system:
  - The charging equipment must include a holster or similar feature for the connector to protect the connector from the elements and help keep it off the ground. If connector holsters or similar features are not integrated as part of the equipment, they must be offered as accessories.
  - Either as an integrated feature of the equipment or as an accessory, charging equipment must include a cable management system that helps keep the cable off the ground, such as a cable retraction system or cable cradle.

#### **Wireless Charging Equipment**

- NYSERDA intends to include commercially available wireless power transfer (WPT) systems in the program once there is a valid Underwriters Laboratory (UL) or similar approval for these systems to be installed in public settings and at least one wireless charging equipment has been approved for public installation.

The following elements are recommended, but not currently required. NYSERDA intends to make them a requirement at a future date, as described below.

- It is recommended that networked equipment use an open standard protocol as a basic framework for purposes of network interoperability and communication with back-end network services providers. The most common open protocol is Open Charge Point Protocol (OCPP). Vendors will be asked whether their system uses an open standard protocol. As of program launch, this is not a required element, but may become a required element when NYSERDA is better able to confirm equipment compliance with open standard protocols.

Eligible charging network applicants must meet the following requirements:

- Charging networks must be able to operate on one or more models of eligible charging station equipment.
- Charging networks must allow equipment owners to set pricing for their stations, accept payment for use via credit card (accepting multiple forms of payment is encouraged), and provide data to equipment owners on station electricity dispensed and number of charging events.
- Publicly available charging stations are recommended to have a screen that can display pricing. If they do not have a pricing screen, equipment owners will be required to have signage onsite that clearly displays pricing information.
- Charging networks must be able to provide access to charging station data to NYSERDA directly, with the equipment owner/network customer's permission.
- Charging networks have until December 31, 2019 to provide either an OpenADR 2.0 Virtual End Node (VEN) for utility demand response integration, unless the equipment is not tied to the electric grid (such as some solar PV-powered charging equipment), or have the capability for utilities to provide demand response through the networks' backend.
- Charging networks must provide a customer support service number for maintenance that is readily accessible to customers during hours of operation by a toll-free telephone number that is clearly visible and posted on or near the charging equipment to assist customers with difficulties accessing or operating the Charging network.
- Applicants must complete a Charging Network Qualification Worksheet (**Attachment B**).

Any charging equipment manufacturer or charging network provider is eligible to apply for the appropriate qualification. Charging equipment manufacturers should list authorized New York State distributors and third-party vendors of their equipment for New York State, including contact information, in Attachment A. Applicants should include themselves in this list if they sell their equipment directly to end users. Potential equipment purchasers will be encouraged to contact the vendors and installers listed to obtain complete quotes. NYSERDA will list these entities on its website to help direct potential purchasers to appropriate purchasing channels.

### III. Application Requirements

Applicants should submit completed applications according to NYSERDA's proposal submission procedures outlined on the cover page of the RFQL. The following documentation is required to be submitted as part of a complete application:

- Charging Equipment Applications:
  - Charging Equipment Qualification Worksheet (**Attachment A**)
  - Cut sheet for each model of charging equipment
- Charging Network Applications:
  - Charging Network Qualification Worksheet (**Attachment B**)
- Charging Equipment and Charging Network Applicants must include **Attachment C**: Equipment and/or Network Service Provider Terms and Conditions form

Vendors may include multiple models or types of equipment/networks in a single worksheet, listing each on its own column of the worksheet. Equipment applicants must also submit a cut sheet for each model of charging equipment they are applying to qualify for the Program. Applicants may also submit lists of distributors in New York State, including contact information and counties served (if applicable) for each.

Applications will be reviewed for compliance with all program requirements listed in Section II. If NYSERDA has questions about whether equipment meets a particular requirement, it will contact the applicant for more information. Equipment and networks that do not meet all requirements will not be eligible for inclusion in the Program.

Applications will be accepted and reviewed on a rolling basis. Applicants will be notified within 30 days whether their equipment or network application has been accepted, if NYSERDA requires further

information, or if the application has been denied. If it denies an application, NYSERDA will indicate the requirements that were not satisfactorily met. Applicants whose equipment or network applications are denied may resubmit applications with updated information that demonstrates that the deficient requirements have been met.

Applicants wishing to update the information about qualified equipment that has previously been accepted as qualified by NYSERDA (for instance, if a new model replaces an older version) must submit a new application indicating that it is an update to a prior accepted application and must provide all required documentation for the new equipment. Information about each model may not be updated more than once every three months.

#### **IV. GENERAL CONDITIONS**

##### **GENERAL CONDITIONS**

**Proprietary Information** - Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes.

The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the proposer wishes to have treated as proprietary, and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 <https://www.nyserda.ny.gov/About/-/media/Files/About/Contact/NYSERDA-Regulations.ashx>. However, NYSERDA cannot guarantee the confidentiality of any information submitted.

**Omnibus Procurement Act of 1992** - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development  
Division for Small Business  
625 Broadway  
Albany, NY 12207

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development  
Minority and Women's Business Development Division  
625 Broadway  
Albany, NY 12207

**State Finance Law sections 139-j and 139-k** - NYSERDA is required to comply with State Finance Law sections 139-j and 139-k. These provisions contain procurement lobbying requirements which can be found at <https://online.ogs.ny.gov/legal/lobbyinglawfaq/default.aspx> . Proposers are required to answer questions during proposal submission, which will include making required certification under the State Finance Law and to disclose any Prior Findings of Non-Responsibility (this includes a disclosure statement regarding whether the proposer has been found non-responsible under section 139-j of the State Finance Law within the previous four years).

**Accessibility Requirements** - If awardees from this solicitation will be posting anything on the web, or if the awardee will produce a final report that NYSERDA will post to the web, the following language must be included. NYSERDA requires contractors producing content intended to be posted to the Web to adhere to New York State's Accessibility Policy. This includes, but is not limited to, deliverables such as: documents (PDF, Microsoft Word, Microsoft Excel, etc.), audio (.mp3, .wav, etc.), video (.mp4, .mpg, .avi, etc.), graphics (.jpg, .png, etc.), web pages (.html, .aspx, etc.), and other multimedia and streaming media content. For more information, see [NYSERDA's Accessibility Requirements](#).

**Limitation** - This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest. NYSERDA reserves the right to reject proposals based on the nature and number of any exceptions taken to the standard terms and conditions of the Sample Agreement. NYSERDA reserves the right to disqualify proposers based upon the results of a background check into publicly available information and the presence of a material possibility of any reputational or legal risk in making of the award.

**Disclosure Requirement** - The proposer shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Proposers must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

#### **VENDOR ASSURANCE OF NO CONFLICT OF INTEREST OR DETRIMENTAL EFFECT**

The proposer shall disclose any existing or contemplated relationship with any other person or entity, including any known relationships with any member, shareholders of 5% or more, parent, subsidiary, or affiliated firm, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers of the proposer or former officers and employees of NYSERDA, in connection with proposer's rendering services as proposed. If a conflict does or might exist, please describe how your company would eliminate or prevent it. Indicate what procedures will be followed to detect, notify NYSERDA of, and resolve any such conflicts.

The proposer must disclose whether it, or any of its members, or, to the best of its knowledge, shareholders of 5% or more, parents, affiliates, or subsidiaries, have been the subject of any investigation or disciplinary action by the New York State Commission on Public Integrity or its predecessor State entities (collectively, "Commission"), and if so, a brief description must be included indicating how any matter before the Commission was resolved or whether it remains unresolved.

#### **PUBLIC OFFICERS LAW**

For any resulting awards, the Contractor and its subcontractors shall not engage any person who is, or has been at any time, in the employ of the State to perform services in violation of the provisions of the New York Public Officers Law, other laws applicable to the service of State employees, and the rules,

regulations, opinions, guidelines or policies promulgated or issued by the New York State Joint Commission on Public Ethics, or its predecessors (collectively, the “Ethics Requirements”). Proposers are reminded of the following Public Officers Law provision: contractors, consultants, vendors, and subcontractors may hire former NYSERDA employees. However, as a general rule and in accordance with New York Public Officers Law, former employees of NYSERDA may neither appear nor practice before NYSERDA, nor receive compensation for services rendered on a matter before NYSERDA, for a period of two years following their separation from NYSERDA service. In addition, former NYSERDA employees are subject to a “lifetime bar” from appearing before any state agency or authority or receiving compensation for services regarding any transaction in which they personally participated or which was under their active consideration during their tenure with NYSERDA.

V. Attachments:

Attachment A – Charging Equipment Qualification Worksheet

Attachment B – Charging Network Qualification Worksheet

Attachment C – Equipment and/or Network Service Provider Terms and Conditions

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**New York State Energy Research and Development Authority**

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